Schedule No. Page of 11

Agency

State Board of Elections

S	State Board of Elections			
Item	Descript	ion	Retention	
No.	1 11			
1.	State Board of Elections Meeting N	Materials		
- 42	This file series includes State Board open and closed meetings, materials to the meeting, and other materials di	Retain permanently. Transfer to State Archives every five (5) years.		
2.	Local Board Meeting Materials			
	This file series includes meeting ager closed meetings, materials sent to the to the meeting, and other materials di	e Local Board members prior	Retain permanently. Transfer to State Archives every five (5) years.	
3.	General Administrative Records a Board	nd Correspondence – State	á = •a	
	This file series includes correspondence with state officials, state and federal agencies, candidates, representatives of political and civic groups, and individuals, as well as publications pertaining to the business of SBE. Retain for three (3) year destroy.			
4.	General Administrative Records a Boards	nd Correspondence – Local		
40	This file series includes copies of corofficials, state and federal agencies, of political and civic groups, and indivicorrespondence, manuals and docum Local Boards.	candidates, representatives of duals, as well as all	Retain five (5) years; then destroy.	
	pproved by Department, Agency,	Schedule Authorized by Sta	ate Archivist	
or Division Representative. Date March 13, 2017		Date 7-18-17		
Signature	Linda H. Lamme			
Typed Name Linda H. Lamone Signature / Whothy D. Bah			D.Bah	
Title St	ak Administrator	=		
DGS 550-	1	Q		

Schedule No. 2827

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Agency

State Board of Elections

Item No.	Description	Retention
5.	Working Files	
	This file series includes all working files of a transitory nature and non-record material on employees' workstations and/or SBE servers that do not fall within another file series in this policy.	Retain five (5) years; then destroy.
6.	IT System Records A. Software Licenses	A: Retain for term of license plus three (3) years, then destroy.
	B. All other records related to any information technology system managed by SBE, including technical, procedural and IT project management records.	B: Retain for three (3) years after retirement of the system, or until the system is obsolete and/or the records are no longer relevant, whichever is later; then destroy.
7.	Litigation and Legal Advice	
	This file series includes correspondence pertaining to all litigation brought by or against SBE, as well as Opinions of the Attorney General and any formal legal advice rendered.	Retain permanently. Transfer to State Archives every five (5) years.
8.	Policies and Directives	
	This file series includes all policies and directives officially adopted by the State Board or the Administrator in carrying out mandated duties.	Retain permanently. Transfer to State Archives every five (5) years.
9.	Legislation	(5) yours.
	This file series includes all correspondence, memoranda, bills (including budget bills), fiscal notes, and related materials regarding legislation proposed by, or affecting, SBE and/or election administration.	Retain ten (10) years; then destroy.
10.	Regulations Backup Material	Retain as long as regulation is in effect; then destroy.

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Agency

State Board of Elections

Item No.	Description	Retention
11.	Campaign Finance and Candidacy Records A. Federal Financial Disclosure Reports	A: Retain for six (6) years; then destroy. 2 U.S.C. § 104e(c)
	B. All documents filed by candidates, political committees, central committees, legislative party caucus committees, or any other person or party in accordance with Title 4 (Political Parties); Title 5 (Candidates); Title 13 (Campaign Finance); Title 14 (Disclosures by Persons Doing Public Business); or Title 15 (Public Financing Act) of the Election Law Article of the Annotated Code of Maryland.	B: Retain four (4) years from the date of the election; then transfer to State Archives for permanent retention.
12.	Petitions (New Party, Nominations, Referendum)	Retain ten (10) years; then destroy. Scan any signature pages to State Archives standards, then retain paper and electronic versions for ten (10) years; then destroy.
13.	Accounting This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for special and general accounting records. Accounting records may include all or some of the following: A. General Accounting Records Bank Deposit Slips Memoranda of Adjustments Monthly Report of State Funds Collected and Deposited	A: Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
DGS 550-1		

Schedule No. 2827

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Agency

Division/Unit

State Board of Elections

Item No.	Description	Retention
13. (continued)	B. Special Accounting Records – Reports of audits conducted by the Legislative Auditors	B: Retain for ten (10) years; then destroy.
(continued)	C. Special Accounting Records – Reports of audits conducted by persons or agencies other than the Legislative Auditors	C: Retain permanently. Transfer to State Archives every five (5) years.
	D. Special Accounting Records – Federal Grant Financial and Administrative Reports	D: Retain for life of grant, plus three (3) years; then destroy.
	E. Budget and Fiscal Planning Records	
	Budget Estimates Budget Schedule Amendment Report of Fixed Assets Request for Positive Action Budget Papers and Work Sheets	E: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
	F. Payroll Accounting Records Payroll and Check Register Payroll Transmittals	F: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
	G. Other Accounting Records	
	Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Delivery Orders and Receipts Expense Reports Gas Withdrawal Tickets and Mileage Reports Paid Bills and Invoices Periodic Financial Reports to Local/State Agencies Reconciliation of Accounts Receivable	G: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
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Agency State Board of Elections

tem Io.	Description	Retention
14.	Purchasing Records	
	This file series includes all standard purchasing forms, as well as other purchasing media, which provide supporting data for special and general purchasing records.	Retain for five (5) years and until all audit requirements have been fulfilled; then destroy.
	A. Federal Grant Purchasing Records	A. Retain for life of grant, plus three (3) years; then destroy.
15.	Personnel Folders	
	This file series applies to HR divisions within the State Government and includes all standard personnel forms, as well as other personnel media (<i>i.e.</i> the Workday Human Resources, Benefits and Time Tracking System), which provide supporting data for both special and general personnel records.	
	Upon selection for employment within SBE or a Local Board of Elections, either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all of some of the following:	
	A. Hired Applicants	
	 Appointment Letter Change of Address Forms CJIS Background Checks/Criminal History Record Information Clearance File Commendations Contractual Employment Correspondence Relating to New Appointment Counseling Sessions Dismissal Disciplinary Actions, including Charges for Removal Counseling Sessions Suspension Actions Efficiency Ratings General Correspondence 	A: Retain for three (3) years after termination of employment; then destroy.

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Agency

State Board of Elections

Division/Unit

 Grievance Actions Leave Forms Letter of Resignation Orientation Program Probation Promotions Resumes Retirement Retirement Form Summer Employment Training Transfers 	A: Retain for three (3) years after termination of employment; then destroy.
 B. Non-Hired Applicants 1. Employment Application and References • Application of Employment • Reference Check 2. CJIS Background Checks/Criminal History Record Information 	B1: Retain for three (3) years after hiring decision; then destroy. B2: Retain for ninety (90) days; then destroy.
Series Not Used	
	 Leave Forms Letter of Resignation Orientation Program Probation Promotions Resumes Retirement Retirement Form Summer Employment Training Transfers B. Non-Hired Applicants Employment Application and References Application of Employment Reference Check CJIS Background Checks/Criminal History Record Information

DGS 550-1A

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of 11

Agency

State Board of Elections

ltem No.	Description	Retention	
17.	Equal Employment Opportunity (EEO) & Americans With Disabilities Act (ADA) Records	Retain for two (2) years; then destroy. If employee is involuntarily terminated, retain for two (2) years following involuntary termination; then destroy.	
18.	Workers' Compensation First Report of Injury Reports	Retain for five (5) years; ther destroy.	
19.	Voter Registration		
	 A. Original voter registration form B. Authorization/request for change of address, name, party, etc. C. Authorization/request to cancel registration D. Rejected applications for voter registration 	A-D: Retain 22 months past the first federal election in which the voter was eligible to vote; then destroy. 52 U.S.C. § 20701	
	 E. Notices returned to election offices by registrants responding to verification or confirmation mailings F. All records generated in the course of producing acknowledgement notices, confirmation mailings, mail verification or any other confirmation of voter status 	E-F: Retain two (2) years; then destroy. 52 U.S.C. § 20507(i)(1)	
	G. Statistical records of registration, voting and file maintenance activity required for biennial reporting to the Election Assistance Commission (EAC).	G: Retain two (2) years; ther destroy. 52 U.S.C. § 20507(i)(1)	
	H. Voter Services Access Logs	H: Retain four (4) years or until next legislative audit, whichever is later; then destroy.	
	 I. Electronic Registration Information Center (ERIC) Records J. Motor Vehicle Administration (MVA) Registration Records 	I-J: Retain pursuant to retention provisions of governing Memoranda of Understanding, plus one (1) year; then destroy.	

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Agency

State Board of Elections

Item No.	Description	Retention
20.	Voter Registration Statistics This file series includes records relating to voter registration statistics.	Retain permanently. Transfer to State Archives every five (5) years.
21.	Ballot Materials	
	This file series includes all ballots approved by SBE, specimen ballots filed with SBE by the Local Boards, ballot questions and constitutional amendment publications, candidates lists and related materials.	Retain permanently. Transfer to State Archives every five (5) years.
22.	Ballots and Related Documentation	n
	 A. All voted ballots, paper or machine read B. All provisional ballots and documentation associated therewith C. Rejected or disallowed ballots and documentation associated therewith D. Ballot accounting report E. Spoiled ballots 	A-E: Retain 22 months; then destroy.
	F. Unvoted ballots (pre-printed paper ballots and back-up ballots)	F: Retain until State deadline for initiating contest or recount has passed, plus six (6) months; then destroy.
23.	Voting Location Records Other Than Ballots	
	 A. List of voters used in each polling place a. Precinct register in electronic pollbook b. Back-up paper precinct registers B. Polling place signs C. Records containing voter signature, including any oath executed by voter 	A-O: Retain 22 months; then destroy.

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Agency

State Board of Elections

(continued)	 D. Any other record reflecting identity of those who cast ballots E. Records of challenge to any person's right to vote F. Records of implementation of "fail safe" provisions of the National Voter Registration Act (NVRA) G. Voter assistance records, identifying both voter assisted and person(s) rendering assistance H. Tally sheets, canvass reports, statements of votes I. Reports prepared by poll workers at the opening and closing of polls J. Reports produced by voting equipment and electronic pollbooks at opening and closing of polls K. Records of write-in votes, if cast other than a ballot L. Records of ballot images, or ballot sets, produced by voting equipment M. Records of poll worker appointment and service 	A-O: Retain 22 months; then destroy.
	 N. Records of poll watcher/challenger appointment and service O. Records of assignment and delivery of voting equipment 	
	P. Signed Voter Authority Cards (VACs) and documents used during the same day address change process	P: Retain three (3) years; then destroy. Md. Code Ann. Elec. Law § 2-106(a)(2)
	Q. Voting system and electronic pollbook data stored on any removable data storage device (e.g., flash drive)	Q: Retain until State deadline for initiating contest or recount has passed, plus six (6) months; then destroy.
	R. Records of service maintenance to voting equipment at the polling place	R: Retain for life of equipment; then destroy.

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Agency

Division/Unit

State Board of Elections

14		B = 4.000 = 4.000
Item	Description	Retention
No.		2
24.	Absentee Voting Other Than Ballots	
	 A. Applications for absentee ballots B. Envelopes in which absentee ballots are returned, including those returned too late to be counted, but excluding blank secrecy envelopes if such are used C. Records of challenges to and rejection of absentee ballots D. Records or log of the administration of absentee voting E. Undeliverable or surrendered ballots 	A-E: Retain 22 months; then destroy.
25.	Voting Equipment Preparation (Voting System and Electronic Poll Books)	y .
	 A. Voting system database, election definition, ballot design B. Records of programming and testing of voting equipment C. Records of programming ("burning") removable data storage devices for voting equipment 	A-E: Retain 22 months; then destroy.
26	 D. Records of pre-election logic and accuracy (L&A) testing of voting equipment E. Test deck(s) 	
26.	Vote Count in Central Office (or at regional site)	
	 A. Tally sheets, canvass sheets B. One copy of all output of computer printer C. System log D. Ballot images, or ballot sets, produced by voting equipment E. Records of any verification of the count (including post election audits) before certification 	A-G: Retain 22 months; then destroy.
DCS 550 c	 F. Records documenting plan and activity to ensure security of records, ballots, equipment and premises, including any breaches of security G. Records reflecting the certification of the outcome of the election and copies of notices sent to winning candidates 	

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Agency

Item No.	Description	Retention	
27.	Contested Elections and Recounts	3	
	 A. Procedures and guidelines B. Log or diary of activity C. Records created for and during the recount 	Retain 22 months; then destroy.	
28.	Election Results		
	This file series includes all the official election returns sent to SBE by the Local Boards, as well as final election results certified by SBE or the State Board of Canvassers.	Retain permanently. Transfer to State Archives every five (5) years.	
29.	Voter Information by Election		
	 A. Election returns by precinct for each election B. Voter registration statistics by precinct for each election C. Voter turnout statistics by precinct for each election D. Precinct map or maps, with boundaries in effect at time of each election E. Computerized file of the statewide voter registration list at the time of each election 	A-E: Retain permanently. Transfer to State Archives every five (5) years.	
	F. Record of all election related communications maintained by the State Board and the Local Boards	F: Retain 22 months; then destroy.	
		*	

Instructions -Type or Print a separate form for each	DEPAR*	ARTMENT OF GENERAL SERVICES		VICES	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records		RECORDS MANAGEMENT DIVISION		SION	9		
Retention Schedule (DGS 550-1) 7275 Waterloo R		Waterloo Roa	ad, P.O. Box 275		PAGE 1 OF 47		
	Jessup, Maryl						
Department/Agency	2. Division		1930		3. Unit		
spannon gone,							
State Board of Elections	Administr	ation			n/a		
DEFINITION, DECORD SERIES: A group of soleted see	ordo pormo	ly filed and us	ad as a unit fe	or reference	ce as well as retention and disposition purposes.		
Record Series Title	orus normai	ly liled and use	eu as a unit it		st Year/Latest Year		
State Board of Elections Meeting Materials				2011 to present			
			20.00				
6. Record Series Description (Briefly describe the types	of informati	on/documents/	forms found i	in the serie	es. Include the purpose or function of the series.)		
This file series includes State Board meeting agendas, r					- WATER-MODELS TO TO TO WOOD TO THE STATE OF		
other materials distributed at the meeting. The purpose	of this file s	eries is to mai	ntain a record	of the offi	cial Board meetings and actions taken by the		
Board.							
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
				Social Control of the			
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13. Current Location(s) (Bldg., Floor, Room)			Records are retained permanently. 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
W. O'C BOOK WORKER WINE WEST-COST OF BOOK SCHOOLS WITH PROSERVATION			14. Is Necota Series Deplicated Elsewhere: (If yes, specify agency of office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 214 (West Wing, main hallway)	01		Yes	k No			
(1.000 ring, main rainby)					-		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Red	quirements			
x Yes No			x None	State	Federal Independent		
_			100		100 - 100 -		
Restrictions on access to administrative topics discussed during closed sessions of the Board; Maryland Open Meetings Act, Annotated Code of Maryland, General Provisions Article, Section 3-103.							
17. Is an Index System used? If yes, explain briefly and describe require			18. Recommended Retention				
Yes × No			Retain permanently. Transfer to State Archives every five (5) years.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date)		
Nikki Charlson, Deputy Administrator 410-269-284			AND A STATE OF THE				

Instructions –Type or Print a separate form for each	DEPAR.	TMENT OF GE	NERAL SER	VICES	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records	RECORDS MANAGEMENT I				8		
Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2						
recentage (EGG GGG T)	Jessup, Maryland 207				PAGE 2 OF 47		
		410-799					
Department/Agency	2. Division	n			3. Unit		
State Board of Elections	Administr	ative			n/a		
	Local Boa	ards of Election	าร				
DEFINITION: RECORD SERIES: A group of related rec	orde normal	ly filed and us	ad as a unit fo	or referenc	e as well as retention and disposition purposes		
4. Record Series Title	orus norma	ly liled and us	eu as a unit it	as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year			
2. Local Board Meeting Materials				2011 to	present		
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6. Record Series Description (Briefly describe the types	of informati	on/documents	forms found	I in the serie	es. Include the purpose or function of the series.)		
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This file series includes meeting agendas, minutes of op	en and clos	ed meetings.	materials sen	t to the Lo	cal Board members prior to the meeting, and other		
materials distributed at the meeting. The purpose of this							
Boards.					,		
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
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			Number	L	Month(s) X Year(s)		
			Records are retained permanently.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 214	101		x Yes	□ No At	Local Boards of Elections		
(Campaign Finance Division)			10 00000	-			
Local Boards of Elections					ε		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Red	uirements			
10. Access restrictions (if 165, die Law(s) & regulation(s)			70. Addit No.	quironnonio			
x Yes No	100	27	☐ None x	State F	ederal Independent		
Restrictions on access to administrative topics discussed during closed se	essions of the E	Soard: Maryland	1)				
Open Meetings Act, Annotated Code of Maryland, General Provisions Art			0				
17. Is an Index System used? If yes, explain briefly and describe required	ments		18. Recor	nmended I	Retention		
Yes x No			Retain per	manently.	Transfer to State Archives every five (5) years.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	6 5		
Nikki Charlson, Deputy Administrator		410-269-28		6/1/17			
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Instructions –Type or Print a separate form for	DEPARTMEN	NT OF GE	NERAL SER	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS	S MANAGE	EMENT DIVI	SION	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		PAGE 3 OF 47	
*	Jessup, Maryland 20794					7752 001 47	
1 B	410-799-1930				2 11-4		
Department/Agency	2. Division				3. Unit		
State Board of Elections	Administration	n			n/a		
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records norma	ally filed ar	nd used as a	unit for re	ference as well as	retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year		
General Administrative Records and Correspon	dence – State B	Board		2013 to j	present	1 1	
Record Series Description (Briefly describe the t	ypes of informat	ation/docun	nents/forms f	found in th	e series. Include ti	he purpose or function of the	
series.)							
This file series includes correspondence with state	officials, state a	and federa	l agencies, c	andidates	representatives of	political and civic groups, and	
individuals, as well as publications pertaining to the	e business of SE	BE. The p	urpose of thi	s file serie	s is to retain a reco	rd of official communications	
between SBE and interested parties.							
7. Record Series Format(s) List all	8. Re	Record Series	Sequence	9. Volume			
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The Annual West Colored Security Securi		- 1	Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401		☐ Yes x	No			
(West Wing, Main Hallway)			o log edos: 5010				
15 Access Restrictions (If Ves. cite Lawle) & Deculation(a)			16 Audit Peru	iremente			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No			16. Audit Requirements x None ☐ State ☐ Federal ☐ Independent				
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17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
Yes x No			Retain for th	nree (3) ye	ears; then destroy.		
19. Name and Title of Preparer	20.	. Telephon	e Number	21. Date	(
Nikki Charlson, Deputy Administrator	410	0-269-284	3	3/13/17		1	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-	RECO	DEPARTMENT OF GENERAL SEF RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			AGENCY RECORDS INVENTORY PAGE 4 OF 47			
Department/Agency	2. Divisio	2. Division			3. Unit			
State Board of Elections	Local Bo	Local Boards of Elections			n/a			
DEFINITION: RECORD SERIES: A group of purposes.	related records	normally filed and	used as a	unit for re	ference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year					
4. General Administrative Records and Corre	spondence – Lo	ocal Boards	2011 to present					
6. Record Series Description (Briefly describe series.)	the types of inf	ormation/documer	nts/forms f	ound in th	e series. Include the purpose or function of the			
This file series includes copies of correspondence with state officials, state and federal agencies, candidates, representatives of political and civic groups, and individuals, as well as all manuals and documents sent by SBE to the 24 local boards. The purpose of this file series is to retain a record of communications between the Local Boards and interested parties and of official communications between SBE and the Local Boards.								
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume				
x Letter Size Microfilm		Alphabetical			ocal Board			
Legal Size Computer Tape		☐ Numerical		Number				
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Other (specify)		Other (specify)		10. Annual	. Annual Accumulation			
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				Computer Tape(s) Other (specify)				
11. File is Used		12	2. File Become	es Inactive Af	ler			
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13. Current Location(s) (Bldg., Floor, Room)	1	14	I. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)			
Local Boards of Elections			Yes)	(No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16.	6. Audit Requ	irements				
☐ Yes x No			x None	State	Federal Independent			
17. Is an Index System used? If yes, explain briefly and de	scribe requirements	.27	8. Recomi	monded D	otantion			
Yes x No	- Squisments	803			rs; then destroy.			
19. Name and Title of Preparer		20. Telephone N	Number	21. Date				
Nikki Charlson, Deputy Administrator	11	410-269-2843		3/13/17				

Instructions –Type or Print a separate form for	NT OF GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward		MANAGEMENT DIVI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			ANNO ARTH SARCHAR		
,		sup, Maryland 20794	AND COMMAN	PAGE 5 OF 47		
		410-799-1930				
Department/Agency	2. Division	×		3. Unit		
State Board of Elections	Information Te	echnology		n/a		
	Local Boards of	of Elections				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norma	ally filed and used as a	unit for re	ference as well as retention and disposition		
15 10 1 7						
4. Record Series Title			5. Earlie	st Year/Latest Year		
F Working Files		×	2011	to account		
5. Working Files			2011	to present		
Record Series Description (Briefly describe the t	wnes of informati	ion/documents/forms	found in th	e series. Include the purpose or function of the		
series.)	ypes of imornial	ion/documents/forms	ound in th	e series. Include the purpose of function of the		
Series.)						
This file series includes all working files of a transit	ory nature and n	non-record material on	emplovee	es' workstations and/or SBE servers that do not fall		
within another file series in the Retention Policy. The	c (ii)		18 B	STRUCTURE OF THE COLUMN STRUCT		
the Local Boards.						
7. Record Series Format(s) List all	8. Re	ecord Series Sequence	9. Volume			
	- 1	L. L. W J		Number		
Letter Size Microfilm	X Alpi	habetical	Number	Number		
Legal Size Computer Tape		Numerical		File Drawer(s)		
D Audio Topo D Eleney Diek	v Ch	ronological	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Audio Tape Floppy Disk	1 2011	ionological	1000	X Other (specify) Electronic. On employee hard drives or SBE/LBE server in		
☐ Bound Book ☐ Video Tape		Geographical	shared driv	shared drive.		
X Other (specify) Electronic. Files saved on employee hard driv	es or on x Oth	her (specify)	10. Annual	Accumulation		
SBE/LBE server in shared drive.		(4)	Number			
	By su	ubject matter				
			File Dra			
			0.000	eter Tape(s)		
			x Other (s in shared o	pecify) Electronic. On employee hard drives or SBE/LBE server		
11. File is Used		12. File Becom				
				. C		
x Daily Weekly Monthly Annu	ually	5		Appth/s) v Vegy(s)		
		Number	Number Month(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room)	-	14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
figures and the second	220100000	9	ichtae			
State Board of Elections, 151 West Street, Suite 200, Annapolis, N Local Boards of Elections	MD 21401	Yes	x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements			
☐ Yes × No	194	☐ None	x State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom	mended R	Retention		
☐ Yes x No		00000000000000000000000000000000000000		rs; then destroy.		
19. Name and Title of Preparer	20.	Telephone Number	21. Date			
Nikki Charlson, Deputy Administrator	270,080)-269-2843	6/1/17			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECOF	RDS MANAG	SEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			275			
	Jessup, Maryland 20794				PAGE 6 OF 47		
		410-79	9-1930				
Department/Agency	2. Division	1			3. Unit		
State Board of Elections	Informatio	n Technolog	у		n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	d records no	ormally filed	and used as a	unit for re	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
6. IT System Records				<u>2013</u> to	present		
6. Record Series Description (Briefly describe the tyseries.)	ypes of infor	rmation/docu	uments/forms	found in th	ne series. Include the purpose or function of the		
This file series includes all records related to any in			V		-80 CO-9041 8265-0025-M		
and IT project management records. The purpose		ORGANI DONONO DE	Section of the second	TOURS AND AND ADDRESS.	systems and the data included therein.		
7. Record Series Format(s) List all	Š	8. Record Serie	s Sequence	9. Volume _<1	_		
X Letter Size Microfilm		x Alphabetical	8	Number			
Legal Size Computer Tape		☐ Numerical	,,	x File Drawer(s)			
	6			Microfilm Reel(s)			
Audio Tape Floppy Disk		x Chronologica	N.		Computer Tape(s) x Other (specify) Electronic. On "L" shared drive on SBE server.		
☐ Bound Book ☐ Video Tape		Geographic	al				
x Other (specify) Electronic. On "L" shared drive on SBE server.		Other (spec	eify)	10. Annual	Accumulation		
		_	.,	Number			
			2	v Eilo Drai	worfe)		
				x File Drav			
					iter Tape(s)		
			y		(specify) Electronic. On "L" shared drive on SBE server.		
11. File is Used			12. File Becom	es Inactive A	fter		
☐ Daily ☐ Weekly ☐ Monthly × Annua	ally		• Number		Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		3	* Three years after retirement of system or system becomes obsolete. 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
00	D 0446		The figure the green for the control of the control				
State Board of Elections, 151 West Street, Suite 200, Annapolis, M SBE Server Room	IU 21401		☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes x No			☐ None	x State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended F	Retention		
DVE SANS					ears after retirement of the system or until the		
Yes x No			2001 2001	v- 10 70	nd/or the records are no longer relevant; then		
			destroy.	_001010 UI	and the longer relevant, then		
19. Name and Title of Preparer	T	20. Telepho	one Number	21. Date			
Nikki Charlson, Deputy Administrator		410-269-28	2000	3/13/17			

					7		
Instructions –Type or Print a separate form for	DEPAR	RTMENT OF G	ENERAL SER	VICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward				ENT DIVISION			
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box 2				
marriessing (1969-300 i)	Jessup, Maryland 20794				PAGE 7 OF 47		
		410-79					
Department/Agency	2. Divisio	on			3. Unit		
State Board of Elections	Informati	on Technology	,		n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed a	nd used as a u	nit for refe	rence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
6. IT System Records – A. Software Licenses				2013	to present		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	ments/forms for	und in the	series. Include the purpose or function of the		
series.)							
This file series includes licenses for software used	by SBE an	d the Local Bo	ards of Election	ns. The pu	rpose of this series is to retain information		
regarding to software licenses used by SBE and th	e Local Bo	ards of Electio	n.				
7. Record Series Format(s) List all		8. Record Series	Sequence	9. Volume <1			
x Letter Size Microfilm		x Alphabetical		Number	==		
				w File Borne Av			
Legal Size Computer Tape		Numerical		x File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk		Chronologica	al	Computer Tape(s)			
Donal Date Distantan		П 6		x Other (specify) Compact Disks			
☐ Bound Book ☐ Video Tape		☐ Geographica		10. Annual Accumulation			
Other (specify) Compact Disks		x Other (specify) Licensor	<1	_		
		name	Number		× 1		
				x File Dra	wer(s)		
				☐ Microfi			
				Compu	uter Tape(s)		
				Other	Specify)		
11. File is Used			12. File Become	comes Inactive After			
☐ Daily ☐ Weekly ☐ Monthly x Annu	ally		3*				
	idily		Number	□м	onth(s) x Year(s)		
			Construction and Constr				
			(*after the term of the license has expired)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Se	eries Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
			15 TO SERVICE AND DECEMBER				
State Board of Elections, 151 West Street, Suite 200, Annapolis, N IT Division	MD 21401		Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi	rements			
Two and a second			See Approximate The				
Yes x No			x None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recomm	monded D	ptention		
, , , , , , , , , , , , , , , , , , , ,			VOICE ON THE WORLD				
Yes x No		Transcription of the			se plus three (3) years, then destroy.		
19. Name and Title of Preparer		20. Telephor		21. Date	9		
Nikki Charlson, Deputy Administrator		410-269-284	13	6/1/17			

Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 8 OF 47	
	Jessup, Maryland 20794					
		410-79	9-1930			
Department/Agency	2. Division	n			3. Unit	
Chata Danad of Floridana	A	eties			7/2	
State Board of Elections	Administr	auon			n/a	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
7. Litigation and Legal Advice				2011	to present	
6. Record Series Description (Briefly describe the t	types of info	rmation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)	2 Francisco					
This file series includes correspondence pertaining	to all litigat	tion brought t	oy or against S	SBE, as we	ell as Opinions of the Attorney General and any	
formal legal advice rendered. The purpose of this	English Control of the Control of th					
formal legal advice. Paper files are stored in file ca	abinets and	digital files (e	email, word do	cuments,	etc.) are stored on the SBE server by	
corresponding case name or topic.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size ☐ Microfilm		x Alphabetical		_1_		
		Assess No. Press of the release in		Number	-	
Legal Size Computer Tape		■ Numerical		x File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	cal	Microfilm Reel(s)		
CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACT				Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	al	X Other (specify) electronic records (email, word files, etc.). 10. Annual Accumulation		
Other (specify)		x Other (spec	ify)	10. Annual	Accumulation	
	=			<1	_	
File formats are emails, PDFs, Word, and Excel.		By case name or by topic (if go		Number		
		advice)	erierar iegai	x File Dra	swer(s)	
		-		☐ Microfi		
					iter Tape(s)	
11. File is Used			12. File Becom		specify) electronic records (email, word files, etc.) fter	
Supplies 21 Walk 24 South Co.			500			
Daily Weekly x Monthly Ann	ually		Number Month(s) Year(s)			
				44 44 44 45 45 45 45 45 45 45 45 45 45 4		
13. Current Location(s) (Bldg., Floor, Room)			Records are re		nentity. Ited Elsewhere? (If yes, specify agency or office.)	
State Board of Elections,151 West Street, Suite 200 Annapolis, MI	D, 21401		x Yes [□ No Attorn	ney General's Office, State and Federal Courts (litigation only)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
x Yes ☐ No			☐ None	x State	Federal Independent	
Attorney Client Privilege						
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention	
☐ Yes x No			Retain perr	manently.	Transfer to State Archives every five (5) years.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	9	
Nikki Charlson, Deputy Administrator	410-269-2843			6/1/17		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	755007		GEMENT DIVI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 9 OF 47		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	n			3. Unit		
State Board of Elections	Administ	ration	*		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
8. Policies and Directives				2011	to present		
Record Series Description (Briefly describe the t series.)	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
8							
This file series includes all policies and directives of	officially add	opted by the	State Board or	Administra	ator in carrying out mandated duties. The purpose		
of this file series is to retain a formal record of SBE	E0:		e stored by top	oic in file ca	abinets. Electronic records (email, word		
documents, etc.) are stored on the SBE server by o	correspond	ing topic.					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size Microfilm		x Alphabetical		Number			
Legal Size Computer Tape	Numerical			x File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk		Chronologi	cal	Computer Tape(s)			
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	x Other (s	x Other (specify) electronic records (email, word documents, etc.)		
Other (specify)		x Other (speci	fy)	10. Annual Accumulation			
File formats include: emails, PDFs, Word, Excel.		By topic		<1 Number			
		<u>Бу торго</u>		Number			
				x File Drawer(s) Microfilm Reel(s)			
	- 1			Computer Tape(s)			
				x Other (s	pecify) electronic records (email, word documents, etc.)		
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly x Monthly ☐ Annua	ally		5 Number	Month(s) ⊠ Year(s)			
			Records are re	s are retained permanently.			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
State Board of Elections, 151 West Street, Suite 200, Annapolis, M	ID 21401		x Yes No	Local Board	s of Elections		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements	±		
Yes x No				x State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	requirements		10 Dagge	monded D	otontion		
	- qui virialità		Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.				
☐ Yes x No 19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Nikki Charlson, Deputy Administrator		410-269-28		6/1/17			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANAC	SEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro		275	PAGE 10 OF 47	
			yland 20794 9 1930			
Department/Agency	2. Divisio		Marie Control	4	3. Unit	
State Board of Elections	Adminis	tration	7.4 8.8 6.8 6.8 17.8 2.7		n/a	
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for re	eference as well as retention and disposition	
purposes.	a records	- Incimilary med	and doct as t	a driit for re	percince as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
9. Legislation				2006	to present	
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
This file paries includes all correspondence management	randa hill	s (including by	ident bille) fic	sal natas	and related materials reporting legislation	
This file series includes all correspondence, memo proposed by, or affecting, SBE and/or election adm						
election administration.						
W					J. B.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
x Letter Size Microfilm	☐ Alphabetica		3 Number			
Legal Size Computer Tape	☐ Numerical		x File Dra		wer(s)	
☐ Audio Tape ☐ Floppy Disk	x Chronological		Microfil		Im Reel(s) uter Tape(s)	
-		.11.10 - Decite-onse-9476-4			pecify) Electronic (email, word documents, etc.)	
☐ Bound Book ☐ Video Tape		☐ Geographic	æl	10. Annual	Accumulation	
x Other (specify) Electronic (email, word documents, etc.)		Other (spec	ocity)<			
				Number		
				x File Dra	100000000000000000000000000000000000000	
				☐ Microfi	m Reel(s) Iter Tape(s)	
		11		I Septiment No.	specify) Electronic (email, word documents, etc.)	
11. File is Used			12. File Becom	nes Inactive A	fter	
			95-26			
☐ Daily ☐ Weekly ☐ Monthly x Ann	ually		Number	П	Month(s) x Year(s)	
				_		
13. Current Location(s) (Bidg., Floor, Room)		_	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401		x Yes	No Maryland	d General Assembly	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements	***************************************	
□ Yes x No			x None I	□ State □	Federal Independent	
1337 18	Yes x No				, , , , , , , , , , , , , , , , , , , ,	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended F	Retention	
☐ Yes × No			AND		then destroy.	
19. Name and Title of Preparer	3.	20. Telepho	ne Number	21. Date		
Nikki Charlson, Deputy Administrator		410-269-28	. 4.	3/13/17		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 2079			SION	AGENCY RECORDS INVENTORY PAGE 11 OF 47		
Department/Agency	2. Divisio		9-1930		3. Unit		
State Board of Elections	Administ	ration			n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
10. Regulations Support Material				2000	to present		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This file series includes all records relating to regul	lations pro	mulgated by,	amended by o	r affecting	SBE, including memoranda, research, public		
notice and comment documents. The purpose of the	nis file serie			000000000	fecting SBE and the administration of elections.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size		Alphabetica	d	Number			
Legal Size Computer Tape	Numerical			x File Dra			
Audio Tape Floppy Disk		x Chronologic	al	☐ Compu	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	x Other (sp	ther (specify) Electronic files (email, word documents, etc.)		
x Other (specify) Electronic files (email, word documents, etc.)		x Other (specify	y)	10. Annual Accumulation< 1			
		By regulation c	ategory	Number			
				x File Dra	wer(s)		
				Microfil			
					ter Tape(s) pecify) Electronic files (email, word documents, etc.)		
	ur-s						
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly X Annu	ually			-			
			Number	П,	Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			* When regula		er in effect. ted Elsewhere? (If yes, specify agency or office.)		
State Board of Elections,151 West Street, Suite 200, Annapolis, M	D 21404		☐ Yes x No	•	17		
(IT Conference Room)	D 21401		☐ Yes XNo				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	***		16. Audit Requ	uirements			
☐ Yes x No	Yes x No			x None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		40 D	marded 5	otostion		
	- Squarements		18. Recom		etention tion is no longer in effect, then destroy.		
Yes X No		20 T-11		15			
Name and Title of Preparer Nikki Charlson, Deputy Administrator		410-269-28	one Number 43	21. Date 6/1/17			

					AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION				AGENCY RECORDS INVENTORY		
Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				PAGE 80F 47		
	Jessup, Maryland 20794				PAGE 8 OF 47		
		410-799	-1930				
Department/Agency	2. Division	1			3. Unit		
State Board of Elections	Candidac	y & Campaigr	Finance		n/a		
DEFINITION: RECORD SERIES: A group of related reco	rds normally	filed and use	d as a un				
4. Record Series Title				5. Earlie	arliest Year/Latest Year		
11. Campaign Finance and Candidacy Records – A. Fed	eral Financi	al Disclosure	Reports 2010 to present				
6. Record Series Description (Briefly describe the types of	of information	n/documents/f	orms four	nd in the serie	s. Include the purpose or function of the series.)		
This file series includes federal financial disclosure report	s filed by fe	deral candida	tes for the	United States	s House and Senate. The purpose of this series is		
to maintain federal financial disclosure reports filed by Ma							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
x Letter Size Microfilm		Alphabetica	ı	2_ Number	1 ,		
Legal Size Computer Tape		☐ Numerical		x File Dra	le Drawer(s)		
DATE:		or Observation in	2	The state of the s	ilm Reel(s)		
Audio Tape Floppy Disk		x Chronologica	1	Other	uter Tape(s) (specify)		
Bound Book Video Tape		☐ Geographic	al	10 Appus	I Accumulation		
Other (specify)		Other (spec	cify)<1		- Countriality		
			Number				
				x File Dra			
			Microfil Compu		ilm Reel(s) uter Tape(s)		
				Other	(specify)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly × Annually			6				
			Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 2140	1	U	x Yes No Clerk of the US House and Secretary of the US Senate (available online)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audi	Requirements			
☐ Yes x No			x Nor	e 🗌 State 🔲	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirem	ents		18. Re	commended I	Retention		
☐ Yes x No							
			Retain	six (6) years;	then destroy. 2 U.S.C. § 104e(c)		
19. Name and Title of Preparer		20. Telepho	ne Numb	er 21. Dat	е		
				Spinonen			
Nikki Charlson, Deputy Administrator		410-269-28	3/13/17				

	DEPARTMENT	T OF GENERAL SERVICES	ACENCY DECORDS INVENTORY			
Instructions –Type or Print a separate form for	RECORDS I	MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	7275 Wate	rloo Road, P.O. Box 275	. 2			
with Records Retention Schedule (DGS 550-1)	Jessu	ip, Maryland 20794	PAGE 18A OF 47			
		410-799-1930				
Department/Agency	2. Division		3. Unit			
	20 20 20 20 20	151 W	2			
State Board of Elections	Candidacy & Car	mpaign Finance	n/a			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally	filed and used as a unit for referen	ence as well as retention and disposition			
4. Record Series Title		5. Earliest Year/Latest Year				
11. Campaign Finance and Candidacy Records – B	. All documents fi	led by candidates, political				
committees, central committees, legislative party car	ucus committees,	or any other person or party	2010 to present			
in accordance with Title 4 (Political Parties); Title 5 (Candidates); Title	e 13 (Campaign Finance); Title				
14 (Disclosures by Persons Doing Public Business);	or Title 15 (Publi	c Financing Act) of the				
Election Law Article of the Annotated Code of Maryla	930-1151					
Record Series Description (Briefly describe the ty	pes of information	n/documents/forms found in the s	eries. Include the purpose or function of the			
series.)	250 so M225500 so	TO VARANCE CONTROL OF THE STATE				
This file series includes disclosure reports filed by va	arious individuals	and entities The purpose of this	series is to maintain State disclosure reports			
filed by candidates and other entities.						
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 2			
x Letter Size	Alphabetica	d.	Number			
Legal Size Computer Tape	☐ Numerical		x File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk	x Chronologica	al-	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
NAME (SAME SAME) (SAME)	Torrison (India		Other (specify)			
☐ Bound Book ☐ Video Tape	Geographic	cal	10. Annual Accumulation			
Other (specify)	Other (spec	sify)	<1			
	. 1		Number			
			x File Drawer(s)			
			☐ Microfilm Reel(s)			
	1		Computer Tape(s)			
	1	W	Other (specify)			
11. File is Used		12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly x Annua	lly	Number Month(s) XYear(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, M	D 21401	x Yes No Clerk of the US House and Secretary of the US Senate (available online)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes × No		v None □ State □ Enderet □	Independent			
☐ 169 × 140		x None ☐ State ☐ Federal [independent			
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recommended Retention				
T Yes Wha			date of the election; then transfer to State			
☐ Yes x No		Archives for permanent retenti				
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Nikki Charleon, Deputy Administrator	410.260.26	143	6/1/17			
Nikki Charlson, Deputy Administrator	410-269-28	243	STANDAM TO			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANAC		SION	AGENCY RECORDS INVENTORY PAGE 14 OF 47		
Department/Agency	2. Divisio	on			3. Unit		
State Board of Elections	Voter Re	egistration & P	etitions		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
12. Petitions (New Party, Nominations, Referendu	m)			2006	to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
This file series includes documents related to petitions for new political parties, nominations and referenda. The purpose of this file series is to keep records of the petition process. Scanned petition pages are scanned in Maryland State Archives standards.							
7. Record Series Format(s) List all		8. Record Serie		9. Volume			
x Letter Size		☐ Alphabetica	ıl	100 Number			
Legal Size Computer Tape	☐ Numerical			File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) boxes			
Audio Tape Floppy Disk	Chronological						
☐ Bound Book ☐ Video Tape	Geographical			x Other (s	A Other (specify) doxes		
x Other (specify) Compact Disks (scanned signature pages)		x Other (specify	y)	10. Annua	Accumulation		
	By subject matter			varies by election year Number			
					☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used			12. File Becom	es Inactive A	fter		
☐ Daily ☐ Weekly ☐ Monthly x Ann	ually		10 Number				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections Warehouse 7364 Baltimore Annapolis Blvd., Glen Burnie, MD 21061			Yes ×No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No				State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
☐ Yes x No			1/0801.0000 0000	 Recommended Retention Paper & scanned documents: Retain for ten (10) years; then destroy. 			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	e		
Nikki Charlson, Deputy Administrator		410-269-28	343	6/1/17			

Instructions –Type or Print a separate form for	DEPARTMENT	OF GENERAL SE	RVICES	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS M	ANAGEMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterl	oo Road, P.O. Box	275	PAGE 15 OF 47		
*	Jessup	, Maryland 20794		12		
1 Department/Assessed	2 Division	410-799-1930		2.1163		
Department/Agency	2. Division			3. Unit		
01-1-D1-151-15	5 5			-V-		
State Board of Elections	Budget, Procurer	ment & Personnel		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally	filed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title	W.		5. Earlie	st Year/Latest Year		
13. Accounting – A. General Accounting Records			2013	to present		
				18		
6. Record Series Description (Briefly describe the t	ypes of information	n/documents/forms	found in th	e series. Include the purpose or function of the		
series.)						
This file series includes all standard state accounting	ng forms, as well a	s other accounting	media, wh	ich provide supporting data for general accounting		
records regarding: A. Bank deposit slips, memorar	nda of adjustments	, and the monthly r	eports of s	tate funds collected and deposited. The purpose		
of this file series is to maintain accurate records of	SBE's general acc	counting.				
	· · ·					
THE PROPERTY AND ADDRESS OF THE PROPERTY OF TH	T.		1			
7. Record Series Format(s) List all	8. Recor	rd Series Sequence	9. Volume 4			
x Letter Size Microfilm	□Alph	abetical	Number	Number		
Legal Size Computer Tape	Num	nerical	x File Dray			
Audio Tape Floppy Disk	x Chro	pological	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Audio Tape Proppy Disk	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	nological	Other (specify)			
☐ Bound Book ☐ Video Tape	☐ Geo	graphical	97 93 10 10 10 10 10 10 10 10 10 10 10 10 10			
Other (specify)	□ Othe	er (specify)	10. Annual	10. Annual Accumulation		
		ar (apocny)	1 Number			
				TAITION		
			March Compression	x File Drawer(s)		
			Microfi	MING GREEN WAY		
			Other (specify)		
11. File is Used		12. File Becon	nes Inactive A	fter		
x Daily Weekly Monthly Annu	rally.	3*				
A Daily Weekly Working Arme	iciny	Number		Month(s) x Year(s)		
		AD 25 95 000	us of the land of			
13 Current Location(e) (Pide Floor Pears)			* and all audit requirements have been fulfilled.			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	ID 21401	Yes X No	☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements	2		
☐ Yes x No		□ None	x State	Federal Independent		
Lies XIII			v orace []			
17. Is an Index System used? If yes, explain briefly and describe	equirements	18. Recon	nmended F	Retention		
Yes x No		Retain for t	hree (3) ye	ears and until all audit requirements have been		
L		fulfilled; the	en destroy.			
19. Name and Title of Preparer	20. Te	elephone Number	21. Date	,		
Nikki Charlson, Deputy Administrator	410-2	69-2843	3/13/17			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANAG	SEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	PAGE 16 OF 47		
		Jessup, Mar					
Department/Agency	2. Divisio	11.000	9-1930		3. Unit		
1. Department, gener	Z. Diviole	~··			S. Sint		
State Board of Elections	Budget,	Procurement	& Personnel		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
13. Accounting – B. Special Accounting Records –	Reports o	f Audits cond	ucted	2006	to present		
By the Legislative Auditors							
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This file series includes all standard state accounting	na forms a	e well as othe	er accounting	media wh	ch provide supporting data for special accounting		
records namely B. Reports of audits conducted by							
purpose of this file series is to maintain accurate re							
hate April					(25) (345)		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size Microfilm		Alphabetica	ıl	Approxima	Approximately 4.64 GB (audits are conducted every 3 years)		
x Legal Size Computer Tape		☐ Numerical		☐ File Dra	File Drawer(s)		
			2	Microfilm Reel(s)			
Audio Tape Floppy Disk		x Chronologica		Computer Tape(s) × Other (specify) PDFs, stored electronically			
☐ Bound Book ☐ Video Tape		Geographic	al	10. Annual Accumulation			
x Other (specify) PDFs, stored electronically		Other (spec	ify)	Approxima	approximately 1.16 GB per audit (audits are conducted every three years)		
				File Drawer(s)			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				San San San San	pecify) PDFs, stored electronically		
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly x Annu	ually		10		a		
			Number		Month(s) x Year(s)		
					5		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	1D 21401		x Yes N	o Office of Le	gislative Audits		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No			☐ None →	State	Federal Independent		
Harmonia Physical			1.500 L	_			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended E	etention		
			157 (1658816		ars, then destroy		
☐ Yes x No			I Setail for the	on (10) yea	aro, morradou		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Nikki Charlson, Deputy Administrator		410-269-28	GARAGE I	3/13/17			

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit State Board of Elections Budget, Procurement & Personnel DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted by persons or agencies other than the legislative auditors.
Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit State Board of Elections Budget, Procurement & Personnel n/a DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
1. Department/Agency 2. Division 3. Unit State Board of Elections Budget, Procurement & Personnel n/a DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
State Board of Elections Budget, Procurement & Personnel n/a DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
4. Record Series Title 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
Persons or Agencies Other than the Legislative Auditors 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted
1.7 22 2 (0.70)
by persons or agencies other than the legislative auditors.
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume
Letter Size Microfilm Alphabetical Number
☐ Legal Size ☐ Computer Tape ☐ Numerical ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Microfilm Reel(s)
Audio Tape Floppy Disk X Chronological Computer Tape(s) X Other (specify) PDFs, stored electronically
Bound Book Video Tape Geographical 10. Annual Accumulation
x Other (specify) PDFs, stored electronically Other (specify) Number (federal audits are conducted every ten years)
Note: SBE does not currently have any records relating to audits conducted
By persons or agencies other than the legislative auditors. Were a person or Agency other than the legislative auditors to conduct such an audit, however, Computer Tape(s)
The retention time indicated in the schedule and the information contained in this X Other (specify) PDFs, stored electronically
Inventory would apply to any records produced. 11. File is Used 12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly x Annually5
Number Month(s) Year(s)
Records are retained permanently.
13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements
☐ Yes x No ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention
☐ Yes x No Retain permanently. Transfer to State Archives every five (5) years.
19. Name and Title of Preparer 20. Telephone Number 21. Date Nikki Charlson, Deputy Administrator 410-269-2843 6/1/17

Instructions –Type or Print a separate form for each new or revised record series. Forward	RECOR	DS MANAC	ENERAL SEF	SION	AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box yland 20794 9-1930	275	PAGE 18 OF 47		
Department/Agency	2. Division				3. Unit		
State Board of Elections	Budget, Pro	ocurement a	& Personnel	n/a			
DEFINITION: RECORD SERIES: A group of relate purposes.	and used as a	d used as a unit for reference as well as retention and disposition					
4. Record Series Title			5. Earliest Year/Latest Year				
13. Accounting – D. Special Accounting Records – Administrative Reports	Federal Gra	l and	2003	to present			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for special accounting records, namely D. Federal grant financial and administrative reports. The purpose of this file series is to maintain accurate records of SBE's administration of federal grants.							
7. Record Series Format(s) List all	8. Record Series Sequence			9. Volume 145.7 MB			
Letter Size Microfilm	١.	_		Number			
Legal Size Computer Tape	Alphabetical			File Dra	awer(s)		
Audio Tape Floppy Disk] [Numerical		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	· X Chronological				x Other (specify) stored electronically		
x Other (specify) PDFs, excel spreadsheets, stored electronically		Geographic		<25 MB	10. Annual Accumulation<25 MB		
>	*	X Other (specif	ty) By grant	Number (monthly reports)			
				☐ File Drawer(s) ☐ Microfilm Reel(s)			
				Computer Tape(s)			
11. File is Used			12. File Becom	100000000000000000000000000000000000000	pecify) stored electronically ter		
	ES						
☐ Daily ☐ Weekly x Monthly ☐ Annu	any		Number Month(s) Year(s)				
	10/		* Life of grant plus three (3) years.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	1D 21401		x Yes _ N	lo Federal El	ection Assistance Commission		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No		_					
			☐ None x St	ate X Fed	deral Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	Retention		
☐ Yes x No			Retain for li	ife of grant	, plus three (3) years; then destroy.		
19. Name and Title of Preparer	- 2	20. Telepho	one Number	21. Date	,		
Nikki Charlson, Deputy Administrator	410-269-2843			3/13/17			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			SION	AGENCY RECORDS INVENTORY PAGE 19 OF 47			
Department/Agency	410-799-1930 2. Division				3. Unit			
State Board of Elections	Budget, P	rocurement &	Personnel		n/a			
DEFINITION: RECORD SERIES: A group of related reco	rds normally	y filed and use	ed as a unit for	reference	e as well as retention and disposition purposes.			
4. Record Series Title				5. Earliest Year/Latest Year				
13. Accounting – E. Budget and Fiscal Planning Records	3			2006 to present				
6. Record Series Description (Briefly describe the types of	of informatio	n/documents/	forms found in	the serie	s. Include the purpose or function of the series.)			
This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for budget and fiscal planning records, including budget estimates, budget schedule amendments, reports of fixed assets, requests for positive action and budget papers and worksheets. The purpose of this file series is to maintain accurate records of SBE's budget and fiscal planning processes.								
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
x Letter Size		Alphabetica	al	20 binders plus approximately 1.51 GB of server space Number				
Legal Size Computer Tape		☐ Numerical		0.0000000000000000000000000000000000000				
Audio Tape Floppy Disk		x Chronologic	al	awer(s) ilm Reel(s)				
				Computer Tape(s)				
Bound Book Video Tape		Geographic	cal	x Other (specify) Binders, electronic storage 10. Annual Accumulation				
x Other (specify) Stored Electronically (Word documents, PDFs, Excel Sp	preadsheets)	x Other (spec	Other (specify) By fiscal ar 2 bind Numb		s plus approximately 155.6 MB of server space			
				awer(s) ilm Reel(s) uter Tape(s) pecify) Binders, electronic storage				
11. File is Used		1	12. File Becom					
☐ Daily ☐ Weekly × Monthly ☐ Annually		CANAL IN CASE	3* Number		Month(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			* and all audit requirements have been fulfilled. 14, Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 2140	1		14, Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) Yes xNo					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements				
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes × No			None	x State	Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirem	nents		18. Recom	mended I	Retention			
☐ Yes x No			Retain for t		ears and until all audit requirements have been			
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat				
Nikki Charlson, Deputy Administrator		410-269-28						
8 8		1.1			I			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAC 7275 Waterloo Ro Jessup, Mar	GEMENT DIVISIONAL PLANTS SEMENT DIVISIONAL PLANTS SEMENT DIVISIONAL PROPERTY DIVISIO	SION					
Department/Agency	2. Division	3-1300		3. Unit				
State Board of Elections	Budget, Procurement			n/a				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition				
Record Series Title Accounting – F. Payroll Accounting Records			5. Earliest Year/Latest Year 2013 to present					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for F. Payroll accounting records, including payroll and check registers and payroll transmittals. The purpose of this file series is to maintain accurate records of SBE's payroll accounting process.								
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume					
x Letter Size	☐ Alphabetica	d	Number					
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	Numerical x Chronologic Geographic	cal	X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation <1 Number					
	° π α		X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)					
11. File is Used		12. File Becom	es Inactive Af	ier				
☐ Daily x Weekly ☐ Monthly ☐ Annu	ually	3* Number		Ionth(s) x Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		* and all audit requirements have been fulfilled. 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401	x Yes N	o Central Pay	roll Bureau				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements					
Yes x No		□ None x						
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom	mended R	etention				
☐ Yes x No		Retain for th	18. Recommended Retention Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.					
19. Name and Title of Preparer	20. Telepho	one Number	21. Date					
Nikki Charlson, Deputy Administrator	410-269-28		3/13/17					

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	VICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECO	ORDS MANAC	SEMENT DIVIS	SION				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	PAGE 21 OF 47			
	Jessup, Maryland 20794 410-799-1930							
Department/Agency	2. Divisio	2-500-000	0 1000	0	3. Unit			
State Board of Elections	W W	Procurement &			n/a			
DEFINITION: RECORD SERIES: A group of relate purposes.	and used as a	unit for re	ference as well as retention and disposition					
4. Record Series Title				5. Earliest Year/Latest Year				
13. Accounting – G. Other Accounting Records				2013	to present			
Record Series Description (Briefly describe the t series.)	6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
		=						
This file series includes all standard state accounting					ch provide supporting data for all other accounting spense reports, gas withdrawal and mileage tickets,			
paid bills and invoices, financial reports, and accou								
practices.								
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume				
x Letter Size Microfilm	☐ Alphabetical			15 Number	15 Number			
Legal Size Computer Tape	Numerical			x File Dra	x File Drawer(s)			
		200 A 1000		☐ Microfilm Reel(s)				
Audio Tape Floppy Disk		x Chronological		Computer Tape(s) Other (specify)				
☐ Bound Book ☐ Video Tape		Geographic	al	13.000.000.0000000000000000000000000000	10. Annual Accumulation 5			
Other (specify)		x Other (specif	y) By fiscal year	Number				
				x File Drawer(s)				
n				☐ Microfi	lm Reel(s) uter Tape(s)			
				Other (1 305			
11. File is Used			12. File Become	es Inactive Af	ter			
x Daily Weekly Monthly Annu	ally	14	3*					
#			Number Month(s) x Year(s)					
			* and all audit re	nd all audit requirements have been fulfilled.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)			
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401		☐ Yes x No	☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements				
☐ Yes x No			☐ None x	State	Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention			
☐ Yes x No					ars and until all audit requirements have been			
			fulfilled; the	n destroy.				
19. Name and Title of Preparer		20. Telepho		21. Date				
Nikki Charlson, Deputy Administrator		410-269-28	43	3/13/17				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794				AGENCY RECORDS INVENTORY PAGE 22 OF 47		
Department/Agency	2. Divisio		er over the		3. Unit		
State Board of Elections	Budget, I	Procurement of	& Personnel		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title	ŀ			5. Earliest Year/Latest Year			
14. Purchasing Records				2011 to present			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
This file series includes all standard purchasing forms, as well as other purchasing media, which provide supporting data for special and general purchasing records. The purpose of this file series is to maintain records of SBE's purchasing history.							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 8			
x Letter Size	Alphabetical			Number			
Legal Size Computer Tape		Numerical		x_File Drawer(s)			
Audio Tape Floppy Disk		x Chronologica	ı	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	20	☐ Geographic	al	x Other (specify) Electronic files (PDFs, Word, Excel)			
x Other (specify) Electronic files (PDFs, Word, Excel)	2	Other (spec		10. Annual Accumulation			
				Number			
15 E				x File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) Electronic files (PDFs, Word, Excel)			
11. File is Used	- West	<u> </u>	12. File Becom	nes Inactive A	fter		
☐ Daily ☐ Weekly ☐ Monthly x Annu	ally		5* Number * and all audit i	4 0 -2	Month(s) × Year(s) have been fulfilled.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, N	ИD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No			☐ None :		Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
☐ Yes x No			Retain for f fulfilled; the		rs and until all audit requirements have been		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telepho 410-269-28	one Number 43	21. Date 3/13/17			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	RECO 7275	EPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 Division			AGENCY RECORDS INVENTORY PAGE 23 OF 47 3. Unit		
State Board of Elections DEFINITION: RECORD SERIES: A group of relate	0.55 0	Budget, Procurement & Personnel			n/a		
purposes.	a records n	ormany med	and used as a	uniit ioi re	reference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
14. Purchasing Records – A. Federal Grant Purch	asing Reco	rds		2003	to present		
Record Series Description (Briefly describe the t series.)	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
This file series includes all standard purchasing for	rms, as well	as other pur	chasing media	a, which pr	rovide supporting data for A. Federal grant		
purchasing. The purpose of this file series is to ma			er in needs section se ctio n of the contraction in	esin omnovesamolises	SERVICES PERMATRIAN PROPERTY AND PROPERTY OF THE STREET AND THE ST		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size Microfilm		x Alphabetical	X	Number			
Legal Size Computer Tape	☐ Numerical			x File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk	Chronological			☐ Microfilm Reel(s) ☐ Computer Tape(s)			
**************************************	Substitution Service NO			X Other (specify) Electronic (PDFs, Word, Excel)			
☐ Bound Book ☐ Video Tape	Geographical			10. Annual	Accumulation		
x Other (specify) Electronic (PDFs, Word, Excel)	x Other (specify)		fy) By Grantor<1 Number		-		
				TOTAL SECTION AND A SECTION ASSESSMENT			
*	ſ			x File Dra	14.5		
				Computer Tape(s)			
				x Other (s	pecify) Electronic (PDFs, Word, Excel)		
11. File is Used			12. File Becom	es Inactive Af	fter		
☐ Daily ☐ Weekly × Monthly ☐ Annu	ially	N.	3*		> 1/2		
			Number		Month(s) x Year(s)		
10			* life of grant plus three (3) years				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401	100000000000000000000000000000000000000	☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No			☐ None 3	State x F	Federal Independent		
		=					
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
☐ Yes x No			Retain for life of grant, plus three (3) years; then destroy.				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Nikki Charlson, Deputy Administrator		410-269-28	343	3/13/17	7		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	RDS MANAG Waterloo Ro Jessup, Mary	EMENT DIVIS ad, P.O. Box : vland 20794	SION	AGENCY RECORDS INVENTORY PAGE 24 OF 47		
Department/Agency	410-799-1930 2. Division				3. Unit		
State Board of Elections	Budget, P	Procurement 8	Personnel		n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	records nor	rmally filed an	d used as a u	ed as a unit for reference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year				
15. Personnel Folders				2013 to present			
6. Record Series Description (Briefly describe the type	pes of inforr	mation/docum	ents/forms for	und in the	series. Include the purpose or function of the		
series.)							
This file series includes all standard personnel forms, as well as other personnel media, which provide supporting data for both special and general personnel records. The purpose of this file series is to maintain personnel records for State Board of Elections and Local Board of Elections employees.							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Letter Size		x Alphabetical		6 Number			
		3/C =/_=8/.					
X Legal Size ☐ Computer Tape		Numerical		x File Dra			
Audio Tape Floppy Disk		Chronologic	al		Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Tape		Geographic	al				
Other (specify)	x Other (specif		(y) By County1/4		Accumulation drawer (20-25 hires)		
5				Number			
			X File Dra ☐ Microl		wer(s) Im Reel(s)		
			=	☐ Compu	uter Tape(s)		
11. File is Used			12. File Becom		-		
x Daily Weekly Monthly Annua	illy		_3* Number		Month(s) x Year(s)		
2 o			* after termination of employment.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD	21401		x Yes No (Department of Management & Budget, Workday HR Benefits and Time Tracking System)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
x Yes No		9.	□ None x S	ate 🏻 Fede	eral Independent		
Applicable personnel records restrictions pursuant to Md. Code Ann. found at COMAR 17.04.14 et seq.	. State Gov't Ar	rticle § 10-613,	1 1000 TANNON		NAME TO ADDITION OF THE OWNERS		
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		18. Recom	mended F	Retention		
☐ Yes x No			Retain for t decision; th		ears after termination of employment or hiring y.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9		
Nikki Charlson, Deputy Administrator		410-269-28	6/1/1				

		2000 2000					
Instructions –Type or Print a separate form for DEPARTMENT OF GEN			ENERAL SER	VICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with	RECORDS MANAGEMENT DIVI			SION			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			275	25		
, in the second	3.75	Jessup, Mary			PAGE 26 OF 47		
		410-799					
Department/Agency	2. Divisio	307 400000			3. Unit		
T. Departments (geney	2. 51110101						
Otata Daniel of Floritons	Dudget D)	Darranal		Deserved		
State Board of Elections	Buaget, F	Procurement &	Personnei		Personnel		
DEFINITION: RECORD SERIES: A group of related re	ecords norm	nally filed and	used as a unit	for refere	nce as well as retention and disposition purposes.		
4. Record Series Title				5 Farlie	est Year/Latest Year		
4. Nessia Genes Title			Ü	o. Lame	ost rounzatost roun		
47. For all Fords and Open durity (FEO) and Annal		:b::::::	(ADA)	2014	11		
17. Equal Employment Opportunity (EEO) and Ameri	cans with D	isabilities Act	(ADA)	2014	to present		
Records							
6. Record Series Description (Briefly describe the type	es of informa	ation/documer	nts/forms found	d in the se	ries. Include the purpose or function of the series.)		
This file series includes complaints or requests for acc	commodatio	n made under	EEO laws or t	the ADA.	The purpose of this file series is to maintain a		
record of EEO or ADA complaints or requests made b					AN ENGLANT STATE STATE OF THE S		
	7	The state of the s		9. Volume			
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
x Letter Size Microfilm		☐ Alphabetical		Number			
Legal Size Computer Tape		■ Numerical		File Drawer(s)			
		Chernal color	₩7	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Audio Tape Floppy Disk		x Chronologica	llg	Computer (ape(s)) X Other (specify) box of paper files, plus electronic files			
☐ Bound Book ☐ Video Tape	25	Geographica	al		Accumulation		
			<1_		<u> </u>		
x Other (specify) Stored Electronically (PDFs, Word documents) x Other (specifically (PDFs, Word documents)		x Other (specify)	By case name Number				
					1		
	8		() () () () () () () () () ()		rawer(s) ilm Reel(s)		
					mputer Tape(s)		
				The state of the s	specify) box		
11. File is Used			12. File Become				
			I Washington Consequences		55001		
☐ Daily ☐ Weekly ☐ Monthly x Annually			2*	200			
			Number	□ v	Month(s) x Year(s)		
			* If employee is involuntarily terminated, retain for two (2) years following involuntary				
			termination				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 2	21401		x Yes No ADA records are shared with Local Boards of Elections				
Local Boards of Elections	1401		X Tes LING	NDA TOCOTOS	are shared with Eccal Boards of Elections		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	(Called)		
x Yes No							
			☐ None x St	ate Fed	eral Independent		
Applicable personnel records restrictions pursuant to Md. Code Ann, 5 found at COMAR 17.04.14 et seq.	State Gov't Artic	de § 10-613,					
Is an Index System used? If yes, explain briefly and describe requ	irements		10 Beesm	mandad F	Onto allow		
and applied to the second of t			18. Recom				
Yes x No			20 20		rs after termination of employment; then destroy. If		
			employee is	involunta	arily terminated retain for two years following		
			involuntary	terminatio	n, then destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	e		
Nikki Charlson, Deputy Administrator		410-269-284	90%	3/13/17			
The state of the s			211				
		r.		l.			

AGENCY RECORDS INVENTORY

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ros Jessup, Mary 410-799	EMENT DIVISION ad, P.O. Box 275 land 20794 PAGE 26 OF 47					
Department/Agency	2. Division	3. Unit					
State Board of Elections	Budget, Procurement & Per	sonnel Personnel					
DEFINITION: RECORD SERIES: A group of related re	ecords normally filed and use	d as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title		5. Earliest Year/Latest Year					
17. Equal Employment Opportunity (EEO) and Americ Records	cans with Disabilities Act (AD	A) 2014 to present					
6. Record Series Description (Briefly describe the type	s of information/documents/f	orms found in the series. Include the purpose or function of the series.)					
This file series includes complaints or requests for accommodation made under EEO laws or the ADA. The purpose of this file series is to maintain a record of EEO or ADA complaints or requests made by State Board of Elections or Local Board of Election employees.							
7. Record Series Format(s) List all	8. Record Series Sequer	sce 9. Volume					
x Letter Size Microfilm	Alphabetical	Number					
Legal Size Computer Tape	Numerical	File Drawer(s)					
☐ Audio Tape ☐ Floppy Disk	x Chronological	☐ Microfilm Reel(s) ☐ Computer Tape(s)					
☐ Bound Book ☐ Video Tape	Geographical	x Other (specify) box of paper files, plus electronic files					
x Other (specify) Stored Electronically (PDFs, Word documents)	x Other (specify) By cas	e name<1					
	Cases are stored by year alphabetically by case na						
11. File is Used	, i	12. File Becomes Inactive After					
Daily Weekly Monthly x Annually		2* Number					
12 Current I continues (Pide Floor Poors)		CONTRACTOR TO SEE THE CONTRACTOR SECURITION SECURITION SECURITION					
Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 214 Local Boards of Elections	101	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No ADA records are shared with Local Boards of Elections					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
x Yes □ No	(i)	And No. 20 Aprill					
Applicable personnel records restrictions pursuant to Md. Code Ann. Sta found at COMAR 17,04,14 et seq.	te Gov't Article § 10-613,	None x State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe require	ments	18. Recommended Retention					
☐ Yes x No		Retain for two (2) years; then destroy. If employee is involuntarily terminated, retain for two (2) years following involuntary termination, then destroy.					
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Nur 410-269-2843	nber 21. Date 16:01					

Instructions –Type or Print a separate form for each new or revised record series. Forward with	10000000		SENERAL SERVICES SEMENT DIVISION		AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			275	PAGE 27 OF 47	
Department/Agency	2. Divisio	n			3. Unit	
State Board of Elections	Budget, F	Procurement 8	& Personnel		Personnel	
DEFINITION: RECORD SERIES: A group of related purposes.	records no	mally filed an	d used as a u	nit for refe	rence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
18. Workers' Compensation First Report of Injury Re	eports			2011	to present	
Record Series Description (Briefly describe the type series.)	oes of inform	mation/docum	ents/forms for	und in the	series. Include the purpose or function of the	
This file series includes Workers' Compensation First Report of Injury Reports maintain records for workers' compensation claims.			s made by SB	E or LBE e	employees. The purpose of this file series is to	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
x Letter Size Microfilm		x Alphabetical	,	<1 Number	⊒:	
Legal Size Computer Tape		Numerical		x File Dra	13.6	
Audio Tape Floppy Disk		Chronologic	cal		iter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (
Other (specify)		Other (spec	0.000.000.000.000		Accumulation	
				x File Dra	m Reel(s) ter Tape(s)	
11. File is Used			12. File Becom	nes Inactive A	fter	
☐ Daily ☐ Weekly x Monthly ☐ Annual	ly	v	5_ Number		Month(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
State Board of Elections, 151 West Street, Suite 200, Annapolis, MD	21401		☐ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
x Yes No		1	☐ None	x State 🗌 F	Federal Independent	
Applicable personnel records restrictions pursuant to Md. Code Ann. found at COMAR 17.04.14 et seq.		ticle § 10-613,		90 ras=		
17. Is an Index System used? If yes, explain briefly and describe rec	quirements		18. Recom		Retention ars; then destroy.	
☐ Yes x No 19. Name and Title of Preparer		20. Telepho		21. Date	Annual Control deligned in Supervision	
Nikki Charlson, Deputy Administrator		410-269-28	scotter sourceston		a	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORD 7275 W	ENERAL SER SEMENT DIVIS ad, P.O. Box	SION	AGENCY RECORDS INVENTORY AO Page Z8 PAGE 29 OF 47			
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division				3. Unit		
Otata Daniel of Floridan	Votes Devict	tration (D	atitions	E	Vatar Basistralian		
State Board of Elections	Voter Regist Local Board:				Voter Registration		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norn	nally filed a	and used as a	unit for re	ference as well as retention and disposition		
Record Series Title				5. Earlie:	st Year/Latest Year		
19.Voter Registration – E - F				2014	o present		
6. Record Series Description (Briefly describe the	types of inform	ation/docu	ments/forms f	ound in th	e series. Include the purpose or function of the		
series.)					×		
This file series includes voter registration records; including: E. Notices returned to election offices by registrants responding to verification or confirmation mailings and F. All records generated in the course of producing acknowledgement notices, confirmation mailings, mail verification or other confirmation of voter status. The purpose of this file series is to maintain accurate records of voter registration activity in Maryland.							
7. Record Series Format(s) List all		Record Serie		9. Volume	oter regionalier dealing in many land.		
V. Letter Size		Alphabetical		varies			
X Letter Size Microfilm	"	_ Alphabetical	k I	Number			
Legal Size Computer Tape		Numerical		☐ File Dra			
☐ Audio Tape ☐ Floppy Disk	×	Chronologica	i	Compu	ter Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	al	Other (specify)		
x Other (specify) Confirmation Mailing Cards	-	Other (spec	74273		Accumulation		
X One (speed)		_	varies Number				
				☐ File Dra	wer(s)		
				☐ Microfil	m Reel(s)		
				Compu			
			nga produces				
11. File is Used			12, File Become	es Inactive Af	ter		
x Daily Weekly Monthly Annual	у		_2				
2			Number		fonth(s) X Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14 Is Record S	eries Dunlica	ted Elsewhere? (If yes, specify agency or office.)		
is. current escausing) (blug, rioti, notif)			1.5745		=		
State Board of Elections, 151 West Street, Suite 200, Annapolis, No. Local Boards of Elections	MD 21401		x Yes No	Local Boards	s of Elections		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
Yes x No			∏ None ×	State F	ederal Independent		
₩.0.551 19451				<u>-</u> '			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
Yes x No					then destroy. 52 USC § 20507(i)(1)		
19. Name and Title of Preparer	2	0. Telepho	ne Number	21. Date	The second secon		
Nikki Charlson, Deputy Administrator		10-269-28	OLIMBA CHANGANA				

Instructions –Type or Print a separate form for	DEPA	RTMENT OF G	ENERAL SER	NERAL SERVICES AGENCY RECORDS INVENTO			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI						
with Records Retention Schedule (DGS 550-1)	72	75 Waterloo Ro	oad, P.O. Box 2	275			
200 2		Jessup, Mar	yland 20794		PAGE 30 OF 47		
	410-799-1930						
Department/Agency	2. Divisio	on			3. Unit		
0 - B - 1 75 - F							
State Board of Elections	Voter Re	egistration & Pe	etitions		Voter Registration		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	nd used as a u	nit for refe	erence as well as retention and disposition		
4. Record Series Title				5. Earlie	est Year/Latest Year		
19. Voter Registration – G				2014	to present		
19. Voter Registration – G				20141	to present		
Record Series Description (Briefly describe the t	vnes of inf	ormation/docur	ments/forms for	und in the	series Include the purpose or function of the		
series.)	Jpco or init	ormation raccar	nonto/iorno ioc	3110 111 010	series. Modes the purpose of fariotion of the		
This file series includes voter registration records; i	includina: (G. Statistical re	cords of registr	ation, voti	ng and file maintenance activity required for		
biennial reporting to the Election Assistance Comm	esta Res		2000 N. J.				
reporting to the EAC. These records are kept on the					COUNTY - WAS AND A WAY WAY AND A WAY		
Voters software, proprietary software owned by the							
with access granted by the State Board. Data capt					and the proof of the same values of the same of the sa		
Signatures, Residential Addresses and Voter Corre					veiling vineter), iveil deed, veiler innegee, veile.		
7. Record Series Format(s) List all	zepondono	8. Record Series	Sequence	9. Volume			
San			A. V.	Current size of MD Voters database is 2743 GB			
Letter Size Microfilm		Alphabetical		Number			
Legal Size Computer Tape		Numerical		☐ File Dr			
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica	1		lm Reel(s) uter Tape(s)		
- Indept of		Gill of following	980		pecify) MD Voters (Searchable Electronic Database)		
☐ Bound Book ☐ Video Tape		Geographical	1	10. Annual Accumulation			
x Other (specify) MD Voters (Searchable Electronic Database)		x Other (specify)	cify) By Voter RecordApp		mately 130 GB per year (varies by year)		
				Number			
5.				☐ File Dr	awer(s)		
				☐ Microfi			
					uter Tape(s)		
11. File is Used			12. File Become:		(specify) MD Voters (Searchable Electronic Database)		
11. File is Osed			12. File become:	S mactive An	er		
☐ Daily ☐ Weekly ☐ Monthly x Annu	ually		2	2000			
			Number	□м	onth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Se	eries Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
Sidus Group, 175 Admiral Cochran Drive, Annapolis, MD 21401			Yes x No				
TWR Communications, 549 North Centre Street, Cumberland, MD	21501						
(offsite server host locations)							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	rements			
☐ Yes x No			x None	State F	ederal Independent		
					55m34 (344)		
17. Is an Index System used? If yes, explain briefly and describe a	requirements		18. Recomn	nended Re	etention		
		,			hen destroy. 52 U.S.C. § 20507(i)(1)		
Yes x No		022 221 2	200	T			
19. Name and Title of Preparer		20. Telephor	Alexander Conservation (A	21. Date			
Nikki Charlson, Deputy Administrator		410-269-284	3	3/13/17			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	RDS MANAC	ENERAL SER GEMENT DIVI	ISION	AGENCY RECORDS INVENTORY		
With records retention esticate (555 550-1)	Jessup, Maryland 20794			210	PAGE 31 OF 47		
Department/Agency	2. Divisio	n			3. Unit		
State Board of Elections	Voter Re	gistration & P	etitions		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	and used as a	a unit for re	eference as well as retention and disposition			
4. Record Series Title				5. Earlie	st Year/Latest Year		
19. Voter Registration – H			ä	2012	to <u>present</u>		
6. Record Series Description (Briefly describe the t	types of info	rmation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This file series includes voter registration records;	including: H	I. Voter Servi	ces Access Lo	ogs. The p	ourpose of this series is to maintain records of voter		
contacts with SBE and the LBEs. These logs are t					0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -		
The second was to an early second with					r is accessing the online systems (e.g., IP address,		
device information, browser), data entered by vote							
ballot delivery system (e.g., information used to au	thenticate th	ne user, whet	ther access at	ttempt was	successful), and online voter look-up (e.g., name,		
address, and date of birth). 7. Record Series Format(s) List all		8. Record Serie	se Seguence	9. Volume			
7. Necold Selles Format(s) List all		6. Necord Serie	is dequence	3. Volume			
Letter Size Microfilm		Alphabetica	l	Number	mber		
Legal Size Computer Tape		Numerical		130	☐ File Drawer(s) ☐ Microfilm Reel(s)		
Audio Tape Floppy Disk		x Chronologica	al	Computer Tape(s) x Other (specify) Database Table			
Bound Book Video Tape		Geographic	al	10. Annual Accumulation			
X Other (specify) Database Table		Other (spec	ify)	Number			
				☐ File Dra	ower(s)		
	1			☐ Microfil			
				. U. 1932	ter Tape(s)		
				x Other (s	pecify) <u>Database Table</u>		
11. File is Used			12. File Becom	es Inactive Af	fter		
x Daily ☐ Weekly ☐ Monthly ☐ Anni	uellu		4*				
X Daily Weekly Monthly Manie	ually		Number		Aonth(s) x Year(s)		
			* Or until next legislative audit is completed.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 8	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401		Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements	-		
☐ Yes x No			x None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
☐ Yes x No			200030 NOSOCOSOS 00000		or until next legislative audit, whichever is later;		
			then destro	No.			
19. Name and Title of Preparer		20. Telepho		21. Date			
Nikki Charlson, Deputy Administrator		410-269-28	43	3/13/17			

Instructions –Type or Print a separate form for	DEDAR	TMENT OF G	ENEDAL SEE	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 32 OF 47		
	Jessup, Maryland 20794				1,000 32 31 41		
Department/Agency	2. Divisio		9-1930		3. Unit		
Doparational igority	Z. Diviole				5. 5.111		
State Board of Elections	Voter Re	egistration & P	etitions		Voter Registration		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
19. Voter Registration – I & J				2012	to <u>present</u>		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This file series includes voter registration records;	including: I	. Electronic R	egistration Info	ormation C	Center (ERIC – a multi-state compact) records, and		
J. Motor Vehicle Administration (MVA) Registration	records. 7	These are bot	h subscription	services t	o which SBE subscribes. SBE uses these records		
to maintain and update Maryland voter registration	records ar	in a more than a great a	AS AND TO LONG! IN SECURE HIS AND	- Burgal Repaired to the	ing Memoranda of Understanding.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm		☐ Alphabetica	ıl	Number			
Legal Size Computer Tape		☐ Numerical			File Drawer(s)		
Audio Tape Floppy Disk		☐ Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		x Geographica	ı	x Other (specify) Electronic Databases			
1		V-2014-0-200 V	00000	10. Annual Accumulation			
x Other (specify) Electronic Databases		Other (spec	city)	y) Number			
		By County	Į.	☐ File Drawer(s)			
				☐ Microfilm Reel(s)			
					ster Tape(s) (specify) Electronic Databases		
					Specify Electronic Balabases		
11. File is Used			12. File Becom	es Inactive A	fter		
x Daily Weekly Monthly Ann	ually				_		
			Number	<u> </u>	Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		-	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, 2 nd Floor, Annapolis, M	D 21401		Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No			☐ None	K State ☐ F	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
Yes x No			Retain purs	suant to re	tention provisions of governing Bylaws and		
			Memoranda	a of Under	standing, plus one (1) year; then destroy.		
19. Name and Title of Preparer			one Number	21. Date			
Nikki Charlson, Deputy Administrator		410-269-28	143	6/1/17			

Instructions Type or Brint a congrete form for	DEDAG	DIMENT OF C	SENERAL SER	VICES	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward							
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box						
with Records Retention Schedule (DGS 330-1)	121			.73	PAGE 33 OF 47		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	n			3. Unit		
State Board of Elections	Voter Re	gistration & Pe	etitions		Voter Registration		
		S			32		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed a	nd used as a u	nit for refe	rence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
20. Voter Registration Statistics				2011 to	Present		
20. Votor riagionalion otaliano				2011 10	1.100011		
6. Record Series Description (Briefly describe the t	vpes of infe	ormation/docu	ments/forms for	und in the	series. Include the purpose or function of the		
series.)) pos or min	orridadori/ doodi	mornoy forms for	3110 111 010	solies. Modes the purpose of full culture of the		
This file series includes voter registration statistics.	The purp	ose of this file	series is to mai	ntain accu	rate records of numbers and types of registered		
voters in Maryland. Statistical reports are produced	DATE OF THE PARTY				2001 No. 40 - 40 - 40 - 40 - 40 - 40 - 40 - 40		
by MD Voters software, proprietary software owned					0.00 a. 50 a		
queries with access granted by the State Board. D					as the treatment assess accurate Mill research in		
Voter Signatures, Residential Addresses and Voter			is includes. vo	ters, voter	Addis, voting history, Foil book, voter images,		
7. Record Series Format(s) List all	Correspon	8. Record Series	Saguence	9. Volume			
7. Necold Selles Formal(s) List all		o. Record Series	Sequence	1031/10/g/3/10000	ent size of MD Voters database is 2743 GB		
Letter Size Microfilm		Alphabetical		Number	November 1997		
Legal Size Computer Tape		Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronologica	ıl	Comp	uter Tape(s)		
☐ Bound Book ☐ Video Tape		Geographica	ſ	x Other (s	specify) MD Voters (Searchable Electronic Database)		
Other (specify) MD Voters (Searchable Electronic Database)		x Other (specify)	her (specify) Voter ID		Accumulation imately 130 GB per year (varies by year)		
,		Number		Number	minutely 100 00 per your (various by your,		
				File Dr	7.5		
				()	uter Tape(s)		
				x Other (:	specify) MD Voters (Searchable Electronic Database)		
11. File is Used			12. File Become	s Inactive Aft	er		
. S-1. DW-11. DW-11. D							
x Daily Weekly Monthly Annu	ially		5 Number	Пм	onth(s) X Year(s)		
			A Market of Caroline 11		- 000 mass		
					ACMANAS A		
			Records are retained permanently.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Se	eries Duplicati	ed Elsewhere? (If yes, specify agency or office.)		
Sidus Group, 175 Admiral Cochran Drive, Annapolis, MD 21401			Yes x No				
TWR Communications, 549 North Centre Street, Cumberland, MD	21501				=		
(offsite server host locations)							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	rements			
			101000 ALATONIC TENNIS AND	uudenaal Päätä			
☐ Yes x No				0.000	5		
			☐ None x Sta	te L Federa	Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recomm	nended Re	etention		
Yes x No			Retain perm	anently. T	ransfer to State Archives every five (5) years.		
19. Name and Title of Preparer		20. Telephor	ne Number	21. Date	9		
Nikki Charlson, Deputy Administrator		410-269-284	3	6/1/17			

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SEF	RVICES	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			A 10 AM 14570 DECEMBER		
	Jessup, Maryland 20794			PAGE 34 OF 47		
	410-	99-1930				
Department/Agency	2. Division			3. Unit		
State Board of Elections	Election Policy			n/a		
DEFINITION: RECORD SERIES: A group of relate	d roordo normaliu filos	l and wand an a	it for ro	formance as well as retention and disposition		
purposes.	u records normally liled	and used as a	unit for re	terence as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
21. Ballot Materials			<u>2011</u> to	Present		
6. Record Series Description (Briefly describe the t	ypes of information/doo	uments/forms	found in th	e series. Include the purpose or function of the		
series.)						
This file series includes all ballots approved by SBB	E. specimen hallots file	d with SRF by	the local by	pards, ballot questions and constitutional		
amendment publications, candidate's lists and rela				The second secon		
elections.	Table 1979			, and the state of		
7. Record Series Format(s) List all	8 Pacord Sar	ies Sequence	9. Volume			
r. Record Series Format(s) List all	B. Record Ser	les Sequence	5. Volume			
Letter Size Microfilm	Alphabetic	al	Number	mber		
Legal Size Computer Tape	Numerica		- TOTAL	File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	x Chronologic	al	Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geograph	ical	100	x Other (specify) Electronic storage.		
x Other (specify) Electronically on SBE server.	x Other (spe	cify)	Annual Accumulation varies by election year			
Files are either PDF or Word files.	By election		Number			
			☐ File Dra	swer(s)		
			☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				pecify) Electronic storage.		
11. File is Used		12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly x Annu	allv	5				
	999 3 (1	Number		fonth(s) 🛚 Year(s)		
		Records are re	tained perma	nently.		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
State Board of Elections, 151 West Street, Suite 200, Annapolis, M	ID 21401	Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements			
☐ Yes x No		X None]State Fe	deral Independent		
Ni.				0		
17. Is an Index System used? If yes, explain briefly and describe r	equirements	18. Recom	mended R	etention		
☐ Yes x No		# 36W1132333M		Transfer to State Archives every five (5) years.		
19. Name and Title of Preparer	20. Teleph	one Number	21. Date	NEW 18 50/6		
Nikki Charlson, Deputy Administrator	410-269-2		6/1/17			

	Г						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	5.1000+0514-94-94-9000 1.114-90-00	GEMENT DIVI oad, P.O. Box ryland 20794	SION	AGENCY RECORDS INVENTORY PAGE 35 OF 47			
Department/Agency	2. Division	99-1930		3. Unit			
State Board of Elections	Local Boards of Elect	ions					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition			
4. Record Series Title	2		5. Earliest Year/Latest Year				
22. Ballots and Related Documentation – A - E			2014				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes ballots and related documentation, including A. All voted ballots, paper or machine read; B. All provisional ballots and documentation associated therewith; C. Rejected or disallowed ballots and documentation associated therewith; D. Ballot accounting report; E. Spoiled ballots. The purpose of this file series is to maintain records of voted ballots, provisional ballots, rejected ballots and spoiled ballots and the							
documentation associated therewith. 7. Record Series Format(s) List all	8. Record Ser	ios Sanuanna	9. Volume				
7. Necord Series Pormat(s) List an	d. Necord Ser	les Sequence	1				
x Letter Size Microfilm	Alphabetic	al	Number	Number			
Legal Size Computer Tape	☐ Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)				
Audio Tape Floppy Disk	x Chronologic	al	Compu	Computer Tape(s) Other (specify) storage box			
☐ Bound Book ☐ Video Tape	Geograph	ical	X Other (s)	storage bux			
x Other (specify) Cardstock ballots 8.5" x 17"	x Other (spec		varies by Number File Dra Microfil Compu	nwer(s) m Reel(s)			
11. File is Used		12. File Becom	L les Inactive Af	ter			
☐ Daily ☐ Weekly ☐ Monthly × Ann	ually	22 Number x Month(s)					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
24 Local Boards of Elections		☐ Yes x No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-	16. Audit Requ	uirements				
☐ Yes x No		X None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention					
Yes x No		Retain 22 n	nonths; the	n destroy.			
19. Name and Title of Preparer	20. Teleph	one Number	21. Date				
Nikki Charlson, Deputy Administrator	410-269-2		3/13/17				
10000000000000000000000000000000000000	N 22.2						

Instructions –Type or Print a separate form for	DEPARTMENT	OF GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS N	MANAGEMENT DIVI	DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Water	rloo Road, P.O. Box	275	DAGE 36 OF 47		
*	Jessu	p, Maryland 20794		PAGE 36 OF 47		
		410-799-1930				
Department/Agency	2. Division			3. Unit		
State Board of Elections	Local Boards of	Floations		- No.		
State Board of Elections	Local Boards of	Elections		n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally	y filed and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
22. Ballots and Related Documentation – F. Unvote	ed Ballots		2016	*		
		-11	f 1 1 11			
Record Series Description (Briefly describe the tyseries.)	pes of informatio	n/documents/forms	tound in tr	e series. Include the purpose or function of the		
				*		
This file series includes ballots and related docume	ntation, including	F. Unvoted ballots (incuding p	re-printed paper ballots and back-up ballots). The		
purpose of this series is to retain unvoted ballots un	Manager Andrews All III	March Co. PATENCIANA				
and the second s		400.400 (1.500 file)		Overdaga (2007) 1970 (1970) 1970 1970 1970 1970 1970 1970 1970 1970		
7. Decord Corine Formatics		and Contra C	0.14-1			
7. Record Series Format(s) List all	8. Reco	ord Series Sequence	9. Volumevaries by county			
Letter Size Microfilm	☐ Alp	habetical	Number			
Legal Size Computer Tape	Nur	merical	File Drawer(s)			
			☐ Microfilm Reel(s)			
Audio Tape Floppy Disk	☐ Ch	ronological	A CONTRACTOR OF THE PARTY OF TH	ter Tape(s) pecify) storage boxes		
☐ Bound Book ☐ Video Tape	☐ Ge	ographical	A Other (a	poolity) statege boxes		
x Other (specify) 8.5" x 17" cardstock ballots	x Other	r (specify)	10. Annualvaries by	Accumulation		
A Sura (specify) 6.5 × 17 Surastock Builds	1	(opesity)	Number	election		
	By elec	ction, by ballot style	9-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	Consistence (St.)		
	- 1		☐ File Dra			
	- 1		7	ter Tape(s)		
			x Other (s	pecify) storage boxes		
11. File is Used		12. File Becom	es Inactive A	ter		
☐ Daily ☐ Weekly ☐ Monthly x Annu	ally	2				
-10.00000		Number	x M	onth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Local Boards of Elections		Yes x No	☐ Yes × No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements			
T Vec. v No.		X None	Istato III ro	deral Independent		
Yes x No		A None	Jorana M. L.	derai 🔲 independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	monded F	totontion		
is an mass of som used: if yes, explain briefly and describe if	o qui o monto					
Yes x No		AND 121 AA		dline for initiating contest or recount has passed;		
		then destro	OFFICE SECTION	730.		
19. Name and Title of Preparer	Inc. Colonian	elephone Number	21. Date			
Nikki Charlson, Deputy Administrator	410-2	269-2843	3/13/17			

Instructions –Type or Print a separate form for	DEPAR'	TMENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with			SEMENT DIVI				
	CONTRACTOR						
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			2/5	PAGE 37 OF 47		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	-10000000	9-1930		3. Unit		
1. Department/Agency	2. DIVISIO	10112			S. Offic		
Otata Based of Florificas	Least De	anda of Flankis			-20-		
State Board of Elections	Local Bo	ards of Electic	ons		n/a		
DEFINITION: RECORD SERIES: A group of related r purposes.	ecords nor	mally filed an	d used as a u	nit for refe	rence as well as retention and disposition		
First Control							
Record Series Title				5. Earlie	st Year/Latest Year		
23. Voting Location Records Other Than Ballots A - 0	C			2014 to	Present		
6. Record Series Description (Briefly describe the typ	es of inforn	nation/docum	ents/forms fou	ind in the	series. Include the purpose or function of the		
series.)					100 100		
1.125(2011) (1.124) (1.124)							
This file series includes voting location records other	than ballot	s and include:	s: A. the list of	voters us	ed in each polling place (precinct register in		
electronic poll book and back-up paper precinct regis							
the identity of those who cast ballots, F. records of ch							
W 1950 FRO 1800 WOLLD AT 1900		5/4 w ave	40 0000		1850 May 40 Aug 200 10 1000 20		
voter assistance records, H. tally sheets, canvass rep							
equipment, K. records of write-in votes, L. records of							
watcher/challenger appointment and service, O. reco	rds of assiç	gnment and d	elivery of votir	ng equipm	ent. The purpose of this series is to maintain		
records from polling places, other than ballots.							
7. Record Series Format(s) List all	8. Record Series Sequence			9. Volume	196		
x Letter Size Microfilm	Alphabetical			varies_ Number			
X Letter 3/26 Wild Offilm	1	☐ Alphabetica	,	Number	77		
X Legal Size Computer Tape	1	☐ Numerical		☐ File Dra	awer(s)		
National Company description of the Company of the	27	MALE PARTY OF THE RESIDENCE OF THE PARTY OF			m Reel(s)		
Audio Tape Floppy Disk		Chronologic			tter Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	al	Other (specify)			
			varies				
x Other (specify) Electronic records (precinct register in electronic po	ollbook is	x Other (specify	y)	Number	\$		
Uploaded using MD Voters database), paper, larger signs, thermal pa	per records	D. vierker	(Constant and Constant)		200000 April 10		
		By election and	File Drawer(s) Microfilm Reel(s)				
					tter Tape(s)		
				Other (1,000		
11. File is Used			12. File Becomes Inactive After				
			96				
Daily Weekly Monthly x Annuall	у						
			Number	X M	onth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
Local Boards of Elections			Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
10. Access Lestininins (ii 165, one raw(s) a Vedinanni(s)							
Yes x No			☐ None ×	State F	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe req	uiremente		40 D		Adam Reserve		
11. 15 an index of stem deed: If yes, explain bliefly and describe red	an omento		18. Recom		FACTORISTICS		
☐ Yes x No			Retain 22 n	nonths; the	en destroy.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Nikki Charlson, Deputy Administrator		410-269-28	2000	3/13/17			

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SEF	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with	RECORDS MANA	GEMENT DIVI	SION			
Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	275	PAGE 38 OF 47		
* **	Jessup, Ma	aryland 20794		PAGE 30 OF 47		
		799-1930				
Department/Agency	2. Division			3. Unit		
				S. 45		
State Board of Elections	Local Boards of Elec	tions		n/a		
[[[[[[[]]]]]] [[[[[]]]] [[[[]]] [[[]] [[]] [[[]] [records normally filed	and used as a	a unit for reference as well as retention and disposition			
purposes. 4. Record Series Title			5 Farlie	st Year/Latest Year		
4. Nessia cenes mile			o. Lamo	st real/Latest real		
23 Voting Location Records Other Than Ballots – P.	Signed Voter Authority	Cards	2013 to I	Present		
To roung Totalion Hospital Strick (Main Tailotte	olginou (Vilori)					
6. Record Series Description (Briefly describe the type	pes of information/doc	uments/forms fo	ound in the	series. Include the purpose or function of the		
series.)	*** GRANNAR FRANCI (II STOCK) - 24 N. 34 FRANCI (L. 12.2 V 25 C. 2 C. 2 N. 3 N. 3 N. 3 N. 4 N. 5					
This file series includes voting location records other	r than ballots, including	P. Signed Vol	ter Authori	y Cards and documents used during the same day		
address change process. The purpose of this series	s is to maintain records	of signed vote	r authority	cards and documents related to the same day		
address change process.						
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume	11 21112 2111		
Letter Size Microfilm	Alphabeti	cal	varies by county based on voter turnout. Number			
Legal Size Computer Tape	☐ Numerica	ř	Hamber			
		aprece	File Drawer(s)			
Audio Tape Floppy Disk	Chronolo	gical	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geograph	nical	Other (The state of the s		
	511 S11 1 Other/	10. Annual Accumulation				
x Other (specify) Voter Authority Cards printed on thermal paper, 4.	.5" x 6" X Other (spe	-5000E-V		ounty based on voter turnout.		
	By precinct.	74	Number			
			File Drawer(s)			
			☐ Microfilm Reel(s)			
			Computer Tape(s)			
		II =:	Other (War Williams and the state of t		
11. File is Used		12. File Becom	es inactive Af	ler		
☐ Daily ☐ Weekly ☐ Monthly x Annual	illy	3		N CHARLES SHOW CAN'T		
		Number		Ionth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
24 Local Boards of Elections		Yes x No		9		
SEPTEMBER OF THE PROPERTY OF T		1 - 1,0755835 60900				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements			
☐ Yes x No		☐ None x	State Fe	deral 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe rec	quirements	18. Recom	mended R	etention		
	2850			; then destroy. Md. Code Ann. Elec. Law § 2-		
Yes x No		106(a)(2)	c (o) years	, and addition into code Allin. Lieb. Law § 2-		
19. Name and Title of Preparer	20 Tolon	none Number	21. Date			
Nikki Charlson, Deputy Administrator	410-269-2		3/13/17			

Instructions –Type or Print a separate form for each	DEPAR	TMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
new or revised record series. Forward with	RECORDS MANAGEMENT DIVISI					
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	PAGE 39 OF 47	
	Jessup, Maryland 20794				FAGE 39 OF 47	
Department/Agency	2. Divisio	410-79	9-1930		3. Unit	
1. Department/Agency	Z. DIVISIO	п			S. Offic	
State Board of Elections	Voting Sy	stems			n/a	
	Local Box	ards of Electic	ons		*	
DEFINITION: RECORD SERIES: A group of related re	ecords norm	nally filed and	used as a unit	t for referen	nce as well as retention and disposition purposes.	
27 ±9 300000000000000000000000000000000000					en de la companya de	
Record Series Title				5. Earlie	st Year/Latest Year	
23. Voting Location Records Other Than Ballots – Q.	Data store	d on any remo	ovable	2016		
data storage device.	Data Store	a on any rome	714510	20.0		
6. Record Series Description (Briefly describe the type	es of informa	ation/docume	nts/forms foun	d in the se	ries. Include the purpose or function of the series.)	
		PRODUMENTAL WORLD				
This file series includes voting location records other to				500		
pollbook (voter information, transaction logs, voting his series is to retain any data stored at the voting location		stored on any	removable da	ta storage	device (e.g., flash drive). The purpose of this file	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
			25	The state of the s	y County	
Letter Size Microfilm		Alphabetica	ıl	Number		
Legal Size Computer Tape		Numerical		File Dra		
Audio Tape Floppy Disk		Chronologic	cal	☐ Compu	ter Tape(s)	
Bound Book Video Tape	Geographi		cal		pecify) One flash drive per voting machine	
x Other (specify) Flash drive or other external memory device.			fy)	10. Annual	Accumulation -	
		By precinct and	voting	Number		
		machine		File Dra		
				☐ Microfil☐ Compu	m Reel(s) ter Tape(s)	
			,	x Other (specify) Storage box		
11. File is Used			12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly ☐ Monthly x Annually			_2			
			Number x Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office,)			
Local Boards of Elections			☐ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
x Yes No			X None	State Fe	deral Independent	
Can be accessed subject to election contest or recount, Md. Code Ann 12-201.	n. Election Law	§§ 12-101,			y.	
12-201. 17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
□ Vec. × No.			Retain until	State dead	dline for initiating contest or recount has passed,	
Yes x No			plus six (6) months; then destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Nikki Charlson, Deputy Administrator 410-269-28			3 6/1/17			

Instructions –Type or Print a separate form for each new or revised record series. Forward with		ENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE 40 OF 47		
Department/Agency	2. Divisio	and the second second			3. Unit		
State Board of Elections	Local Boa	ards of Electic	ons		n/a		
DEFINITION: RECORD SERIES: A group of related re-	cords norm	ally filed and	used as a unit	for refere	nce as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year				
23. Voting Location Records Other Than Ballots – R. F to voting equipment at the polling place	Records of s	service mainte	enance	<u>2016</u> to	present		
6. Record Series Description (Briefly describe the types	s of informa	tion/documer	nts/forms foun	d in the se	ries. Include the purpose or function of the series.)		
This file series includes voting location records other than ballots, including: R. Records of service maintenance to voting equipment at the polling place. The purpose of this file series is to retain records of service to voting equipment.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size Microfilm		Alphabetica	al.	_varies ba	ased on number of voting machines		
Legal Size Computer Tape		☐ Numerical		File Drawer(s)			
Audio Tape Floppy Disk		☐ Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)			
☐ Bound Book ☐ Video Tape		Geographic	cal				
Other (specify)		x Other (specif	fy)	10. Annual Accumulation _<1			
		By voting mach	ine	Number			
			x File Dra ☐ Microfi				
			Сотр		ster Tape(s)		
				Other (specify)		
11. File is Used			12. File Becom	es Inactive A	fter		
☐ Daily ☐ Weekly x Monthly ☐ Annually			• Number	П	Month(s) Year(s)		
			* Equipment is no longer in use.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Local Boards of Elections			☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes x No			None	x State F	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes x No			Retain for life of equipment, then destroy.				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	9		
Nikki Charlson, Deputy Administrator		410-269-28	3/13/17				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency State Board of Elections DEFINITION: RECORD SERIES: A group of relate purposes.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Local Boards of Elections Voter Registration & Petitions ed records normally filed and used as a unit for re-				AGENCY RECORDS INVENTORY PAGE 41 OF 47 3. Unit n/a ference as well as retention and disposition	
Record Series Title Absentee Voting Other Than Ballots Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	5. Earliest Year/Latest Year 2014 to Present s found in the series. Include the purpose or function of the		
series.) This file series includes records relating to absentee voting, other than absentee ballots, and includes: A. Applications for absentee ballots; B. Envelopes in which absentee ballots are returned; C. Records of challenges to and rejection of absentee ballots; D. Records of log of the administration of absentee voting; E. Undeliverable or surrendered ballots. The purpose of this file series is to maintain records related to absentee voting, other than absentee ballots.						
7. Record Series Format(s) List all x Letter Size	8. Record Series Sequence Alphabetical Numerical Chronological Geographical x Other (specify) By batch of 25			9. Volumevaries by County Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulationvaries by County Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used x Daily ☐ Weekly ☐ Monthly ☐ Ani	STATE OF THE STATE			12. File Becomes Inactive After 22 Number		
13. Current Location(s) (Bldg., Floor, Room) Local Boards of Elections (by County) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 (Overseas and Military voters)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No	& Regulation(s)			16. Audit Requirements ☐ None x State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes x No	equirements		18. Recom	nonths; the	en destroy.	
 Name and Title of Preparer Nikki Charlson, Deputy Administrator 		20. Telepho 410-269-28	one Number 343	21. Date 3/13/17		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SEF	RVICES	VICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 42 OF 47			
	Jessup, Maryland 20794				FAGE 42 OF 47			
Department/Agency	410-799-1930 2. Division				3. Unit			
1. Department/Agency	2. Divisio	211			3. Offic			
State Board of Elections	Voting S	ystems			n/a			
	Local Bo	ards of Electi	ons					
DEFINITION: RECORD SERIES: A group of relate	ed records i	normally filed	and used as a	unit for re	ference as well as retention and disposition			
purposes.		ioiiiig iiiou	a, 10 0000 00 0		and disposition			
4. Record Series Title			5. Earliest Year/Latest Year					
			8					
25. Voting Equipment Preparation				2014 to	Present			
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the			
series.)	- 10 - 10							
This file series includes records relating to voting e		SERVICE STATE OF STAT						
database, election definition, ballot design; B. Rec								
					by (L&A) testing of voting equipment; E. Test decks. Dearing and testing the voting system for an election			
to ensure that it is accurately counting and tabulati		juring settings	o for all cicolio	ii ana prop	dring and testing the voting system for an election			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
		7		varies by number of precincts				
x Letter Size Microfilm		Alphabetica	il	Number				
Legal Size Computer Tape	Numerical			☐ File Dra				
☐ Audio Tape ☐ Floppy Disk	☐ Chronological			☐ Microfil	Im Reel(s) ster Tape(s)			
I CARDON VICTOR N. CARDON PROPERTY AND THE PROPERTY OF THE PRO		15-1-17-17-17-17-17-17-17-17-17-17-17-17-1		Other (**************************************			
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	10. Annual	Accumulation			
x Other (specify) Thermal paper tapes, test decks (sample ballots) x Other (specify)			ý)		oy number of precincts			
		By precinct and	delection	Number				
		-/-		File Drawer(s)				
				☐ Microfilm Reel(s) ☐ Computer Tape(s)				
				Other (
11. File is Used			12. File Becom	nes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly x Ann	ually		_ 22					
			Number x Month(s) Year(s)					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
LBEs?		88	□ Ves y Ne					
Local Boards of Elections	Local Boards of Elections				Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	iremente				
			, o, ruan nequ					
Yes x No			X None	State Fe	deral Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention					
Yes x No				Retain 22 months; then destroy.				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date				
Nikki Charlson, Deputy Administrator	410-269-2843			6/1/17				

Instructions –Type or Print a separate form for	DEPARTMENT OF C	SENERAL SER	RVICES	AGENCY RECORDS	SINVENTORY	
each new or revised record series. Forward	RECORDS MANA		00000000000000		H *	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	Action to the contract of	275	PAGE 43 (DF 47	
		ryland 20794 99-1930				
1. Department/Agency	2. Division			3. Unit	Λ	
State Board of Elections	Local Boards of Elect	ions		n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a	unit for re	ference as well as retention a	and disposition	
4. Record Series Title			5. Earlies	st Year/Latest Year		
26. Vote Count in Central Office (or at regional site)		2014 to	Present	×	
6. Record Series Description (Briefly describe the ty	ypes of information/doc	uments/forms	found in th	e series. Include the purpose	e or function of the	
series.)						
This file series includes records relating to the vote	count in the central offi	ce (or at a regi	onal site) i	ncluding: A. Tally sheets, car	nvass sheets; One	
copy of computer printer output; C. System log; D. I					SUCK THE AREA	
certification; F. Records documenting plan and acti	vity to ensure security o	of records, ballo	ots, equipn	nent, etc.; G. Records reflecti	ng the certification of	
the outcome of the election and copies of notices so	ent to winning candidat	es. The purpos	se of this fil	e series is to retain records r	elating to the vote	
count.						
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	by County		
x Letter Size Microfilm	☐ Alphabetic	al	Number			
Legal Size Computer Tape	☐ Numerical		File Dra			
Audio Tape Floppy Disk	☐ Chronolog	ical	☐ Microfile	er Tape(s)		
☐ Bound Book. ☐ Video Tape	Geographi	cal	Other (s			
x Other (specify) Electronic (Word documents, Excel spreadsheet	s); flash	cify)	10. Annualvaries b	Accumulation y County		
Drive (system log and ballot images)			Number			
	By precinct		☐ File Dra	wer(s)		
7			☐ Microfile	m Reel(s)		
	1		Comput	10-110-001100A		
11. File is Used		12. File Become				
-	teston!	processing Arrest of Calcada (Calcada (
☐ Daily ☐ Weekly ☐ Monthly x Annu	ally	Number x Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
LBEs?				or no months and make the second of the seco		
Local Boards of Elections		☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	irements			
-						
☐ Yes x No		X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended R	etention		
☐ Yes x No		18. Recommended Retention Retain 22 months; then destroy.				
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Nikki Charlson, Deputy Administrator	410-269-28	e v. seps-estatotelt-ea	3/13/17		12	

Instructions –Type or Print a separate form for	DEPARTME	ENT OF GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORD	S MANAGEMENT DIVI	SION	100			
with Records Retention Schedule (DGS 550-1)	7275 Wa	aterloo Road, P.O. Box	275	2405.44.05.47			
97 9555	Jes	ssup, Maryland 20794		PAGE 44 OF 47			
<u> </u>		410-799-1930		E .			
Department/Agency	2. Division			3. Unit			
State Board of Elections	Election Police	CV.		n/a			
State Board of Elections	Local Boards			iva			
	Local Boalus	S OF Elections					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and d purposes.							
4. Record Series Title			5. Earlie	st Year/Latest Year			
27. Contested Elections and Recounts			2014 to	Present			
765 7055 007,650 0050 gran 00 00,000 000 00,000 00,000 00,000	Maria Ar-	968 ATO	85 - 1000 Cm	DO 50 50 50 50 50 000			
6. Record Series Description (Briefly describe the ty	ypes of informa	ation/documents/forms	found in th	e series. Include the purpose or function of the			
series.)							
This file series includes records relating to conteste				7 100 N			
C. records created for and during the recount. The				of contested elections and recounts.			
7. Record Series Format(s) List all	8.1	Record Series Sequence	9. Volume				
x Letter Size Microfilm		Alphabetical	varies by county/by election Number				
Legal Size Computer Tape		Numerical					
☐ Audio Tape ☐ Floppy Disk	×	Chronological	x File Drawer(s) Microfilm Reel(s)				
			Computer Tape(s)				
Bound Book Video Tape		Geographical	x Other (sp	pecify) Electronic Storage (Excel Spreadsheets)			
x Other (specify) Electronic Storage (Excel Spreadsheets)	Other (specify)	y) 10. Annual Accumulation					
=	election	varies b	y county/by election				
*			Number				
			x File Dra	ver(s)			
			☐ Microfil	(1.4.) (4.)			
			☐ Compu	ter Tape(s)			
				pecify) Electronic Storage (Excel Spreadsheets)			
11. File is Used		12. File Becom	es Inactive Af	ter			
☐ Daily ☐ Weekly ☐ Monthly x Annua	ally	22					
	20	Number	onth(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record \$	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Local Boards of Elections		x Yes □ N	0				
State Board of Elections, 151 West Street, Suite 200, Annapolis, M	D 21401	A res LI N					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements				
Yes x No		X None	State Fe	deral Independent			
_				-			
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	mended R	tetention			
Yes x No		Retain 22 r	months; the	en destroy.			
19. Name and Title of Preparer	20). Telephone Number	21. Date				
Nikki Charlson, Deputy Administrator	41	10-269-2843	3/13/17				

Instructions –Type or Print a separate form for DEPARTMENT OF G			SERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS	S MANAGEMENT D	IVISION			
with Records Retention Schedule (DGS 550-1)	7275 Wa	aterloo Road, P.O. E	ox 275			
*		ssup, Maryland 2079		PAGE 45 OF 47		
	7.727	410-799-1930				
Department/Agency	2. Division			3. Unit		
A 22 5						
State Board of Elections	Election Police	су		n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	d records norm	nally filed and used a	ıs a unit for ı	eference as well as retention and disposition		
4. Record Series Title	THE THE PARTY OF T	annin - ce dini	5. Earliest Year/Latest Year			
			0.0000000000000000000000000000000000000			
28. Election Results			2011 to	Present		
6. Record Series Description (Briefly describe the ty	pes of informa	ation/documents/for	ns found in t	he series. Include the purpose or function of the		
series.)						
This file series includes all the official election return	ns sent to SBE	by the Local Board	s, as well as	final election results certified by SBE or the State		
Board of Canvassers, from both primary and genera		ALL DESCRIPTION OF DESCRIPTION OF DESCRIPTION OF THE PROPERTY				
		M.C. M.C.		<u> </u>		
7. Record Series Format(s) List all	8. R	Record Series Sequence	9. Volume	3		
			4			
x Letter Size Microfilm	x A	Alphabetical	Number			
Legal Size Computer Tape	- 1-	Numerical	y Eile Dr	x File Drawer(s)		
Legal Cize Computer Tape	"	Numerical	1	film Reel(s)		
☐ Audio Tape ☐ Floppy Disk	x C	Chronological	10	outer Tape(s)		
			☐ Other	(specify)		
Bound Book Video Tape		Geographical	10 0	al Accumulation		
Other (specify) x Other (specify)			10. Annu <1	a Accumulation		
and (specify)			Number			
	Вус	county/by election				
			x File Dr	AND SALES AND		
			100 - 100 000 000 000 000 000 000 000 00	film Reel(s) outer Tape(s)		
			S S S S S S S S S S S S S S S S S S S	r (specify)		
			2==0			
11. File is Used		12. File Be	comes Inactive	After		
Don't Dweeth Dweeth VAcous	Ü.,					
☐ Daily ☐ Weekly ☐ Monthly x Annua	ally	0 Number		Month(s) Year(s)		
×						
42 Company Localization (2) (Data Flores Data)			Records are retained permanently.			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Rec	rd Series Duplic	ated Elsewhere? (If yes, specify agency or office.)		
State Board of Elections, 151 West Street, Suite 200, Annapolis, Mt	D 21401	☐ Yes X	☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-	16. Audit	Requirements			
DVec v Ne		N/ A122-	□State □ ·	iodoral D Indonondont		
Yes x No		X None		ederal Independent		
# A				Total		
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18 Re/	ommended	Retention		
1 <u>4. 0</u> 00 May		2009-2000-00	Recommended Retention Retain permanently; transfer to State Archives every five (5) years.			
Yes XNo	T	ALCONOMICS CO.		CONTROL SECTION AND AND AND AND AND AND AND AND AND AN		
19. Name and Title of Preparer	19000). Telephone Numbe		590.N		
Nikki Charlson, Deputy Administrator	41	10-269-2843	3/13/17	3/13/17		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE 46 OF 47		
Department/Agency	2. Divisio	on			3. Unit		
State Board of Elections	Election Local Bo	Policy ards of Election	ons		n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
Record Series Title				5. Earlie	st Year/Latest Year		
29. Voter Information by Election, A – E.				2011 to Present			
Record Series Description (Briefly describe the series.)	types of infe	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
This file series includes voter information by election	on, includin	g: A. Election	returns by pre	ecinct for e	ach election; B. Voter registration statistics by		
precinct for each election; C. Voter turnout statistic							
election (these maps are created, stored and provi	- E		\$0 to 5	1076			
registration list at the time of each election. The pu 7. Record Series Format(s) List all:	rpose of th	8. Record Series		9. Volume	Chica		
Letter Size Microfilm	☐ Alphabetical			_Current s	Current size of MD Voters database is 2743 GB		
Legal Size Computer Tape	Numerical			File Drawer(s)			
Audio Tape Floppy Disk	☐ Chronological			Compu	☐ Microfilm Reel(s) ☐ Computer Tape(s) x Other (specify) MD Voters (Electronic Database); other electronic storage		
☐ Bound Book ☐ Video Tape	Geographical			10. Annual	Annual Accumulation Approximately 130 GB per year (varies by year)		
x Other (specify) MD Voters (Electronic Database); PDFs (map	s <u>)</u>	x Other (speci	fy) By election				
0				File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) MD Voters (Electronic Database); other electronic storage			
11. File is Used			12. File Becom	100 NO. 100 NO. 100			
☐ Daily ☐ Weekly ☐ Monthly × Ann	ually		0 Number				
			Records are retained permanently.				
13. Current Location(s) (Bldg., Floor, Room)	p - kw		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
State Board of Elections, 151 West Street, Suite 200 Annapolis, N	1D 21401		x Yes ☐ No * (precinct maps)				
Local Boards of Elections			* Maryland Dep	partment of PI	anning Data Center		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No			X None State Federal Independent				
17 1- 1-1-1 0-1-1				(6) 1000			
17, Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention				
Yes x No					ransfer to State Archives every five (5) years.		
19. Name and Title of Preparer		201000 CONSTR	one Number	21. Date			
Nikki Charlson, Deputy Administrator	410-269-2843			3/13/17			

Instructions Time or Drint a consists form for	DEDAR	TMENT OF C	ENEDAL SEE	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT D					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				2105 47 05 47	
	Jessup, Maryland 20794				PAGE 47 OF 47	
Department/Agency	410-799-1930 2. Division				3. Unit	
1. Department/Agency	2. Divisio	и			3. Olik	
State Board of Elections	Election	Policy			n/a	
	Local Bo	ards of Election	ons			
DEFINITION: RECORD SERIES: A group of relate	nd records r	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.	ed records r	lormany med	and asea as a	unit for re	reference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
29. Voter Information by Election – F. Elections Co	ommunicati	ons Log		2014 to	Present	
6. Record Series Description (Briefly describe the	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
This file series includes voter information by election		Sweet to re-		n n 50	o and the second of the second of the second	
log the State Board and the Local Boards are requelection day caller.	lirea by reg	ulation to mai	ntain for each	election a	ay. The log includes information about each	
7. Record Series Format(s) List all	1	8. Record Serie	es Sequence	9. Volume		
The first control of the control of				6.000 000000000000000000000000000000000		
Letter Size Microfilm		Alphabetica	il	Number		
Legal Size Computer Tape	☐ Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	x Chronological		al	N=20	im Reei(s) Iter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	nal .	x Other (specify) Electronic Storage (Excel Spreadsheet)		
Sound Book States Tape		Geographic	.ai	10. Annua	Accumulation	
x Other (specify) Electronic Storage (Excel Spreadsheet)	Other (specify) Electronic Storage (Excel Spreadsheet)		cify)	Number		
		By election		A CONTRACTOR OF THE	-	
				File Dr		
8			Ŷ	10000	uter Tape(s)	
				x Other (s	specify) Electronic Storage (Excel Spreadsheet)	
11. File is Used			12. File Becom	es Inactive A	fter	
x Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		22			
	,		Number X Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
State Board of Elections, 151 West Street, Suite 200, Annapolis, N	MD 21401		Yes x No			
Local Boards of Elections						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
D Vac as No				lout De	deal Cladesadas	
☐ Yes × No			X None	Jorare M Fe	deral Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention			
☐ Yes x No			Retain 22 months; then destroy.			
19. Name and Title of Preparer		20. Telepho	II one Number	21. Date	9	
Nikki Charlson, Deputy Administrator		410-269-2843		6/1/17		